



SPECIAL CITY COUNCIL MEETING AGENDA

Tuesday, March 16, 2021, at 6:00 P.M.

Location: Church of Christ 205 1st St. NE Plainview

Pursuant to Minn. Stat. § 13D.021, subd. 1(1) I, David Todd, City Administrator for the City of Plainview, determine that in-person meetings of the city council are not prudent during the COVID-19 health pandemic/peacetime emergency declared by the Governor's Executive Order No. 20-01 under Minn. Stat., Ch. 12. Additionally, I determine the presence of any members of the public is not feasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. § 13D.021, subd. 1(3).

“Due to COVID-19 Restrictions Regarding Public Gatherings, The City will regulate the number of participants allowed within the Church of Christ Building. Broadcast of the City Council Meetings will continue to be streamed on FaceBook Live” <https://www.facebook.com/plainviewmn/>

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PUBLIC HEARINGS

- A. Final Plat Marshman Addition

4. PUBLIC COMMENTS– *Using the Four Minutes Per Attendee Policy*

While the City Council welcomes and encourages participation from community members, we ask that citizens maintain social distancing and that all comments remain respectful. In an effort to better communicate with your City, we have designated the City Administrator as a conduit to questions related to the City Council Agenda. We continue to POST this agenda on the City Website, Facebook page and a copy is posted at City Hall and the Post Office.

Should you have any questions related to the City Council Agenda, PLEASE contact the City Administrator at 507-534-2229.

This agenda item is intended to provide an opportunity for citizens to address the City Council. The topics can include any agenda item or general comment they would like to share with the City Council. We do expect that all participants provide a name and address of their residence and expect that all parties remain respectful and adhere to the four-minute period to permit all to participate. This is the only portion of the meeting that public comments are allowed.

5. APPROVAL OF AGENDA

6. APPROVAL OF CONSENT AGENDA

- A. City Council Minutes- February 9, 2021, February 27, 2021
- B. Bills
- C. Permits/Licenses/Donations
 - 1. 3.2% Liquor License Renewal – Kwik Trip and BP Lyons Oil
 - 2. Gambling Permit – St Joachim's Fall Festival 2021
 - 3. Loudspeaker Permit – St Joachim's Fall Festival 2021
 - 4. Liquor Temporary On-Sale Permit – St Joachim's Fall Festival 2021
- D. Department Head Reports and Board Minutes
- E. Administrator 6-month Evaluation

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- A. Marshman Addition Final Plat – Resolution 2021-07
- B. Marshman Addition Development Agreement – Resolution 2021-08
- C. Bolton & Menk Sidewalk Proposal
- D. 2021 Capital Improvement Plan
- E. Planning Commission Meeting Time Change Resolution 2021-09
- F. Outdoor Recreation Grant Resolution 2021-10
- G. Pool Employees 2021
- H. Bucket Truck
- I. Tennis Court Resurfacing
- J. Parks and Trails Dog Park/Nature Park
- K. Sand Separator

9. INFORMATION ONLY DOCUMENTS

- A. Board of Equalization Hearing Notice

10. COUNCIL COMMENT

11. ADJOURN

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: March 9, 2021

AGENDA ITEM: Minutes	AGENDA SECTION: Consent
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 6.A.
ATTACHMENTS: Draft Minutes	APPROVED BY: cjk
RECOMMENDED ACTION: 1. Motion to approve Minutes of the February 9, 2021 Regular Meeting Proceedings. 2. Motion to approve Minutes of the February 27, 2021 Special Meeting Proceedings.	

REGULAR PLAINVIEW CITY COUNCIL MEETING

Tuesday February 9, 2021 at 6:00 P.M.

1. CALL TO ORDER- Mayor Luckstein called the Regular Plainview City Council meeting to order on Tuesday February 9, 2021 at 6:00 p.m.

Council Members in attendance: Aaron Luckstein, Adam Daschner, Lindsay Hammer Bartley, Ben Jacobs, and Holly Reeve.

Council Members absent: None.

Department Heads in attendance: City Administrator David Todd, Finance Director Vicki Axley, City Clerk Carol Kujath, Police Chief Jason Timm, Public Works Director Shane Loftus, and Library Director Alice Henderson.

Department Heads absent: Fire Chief Ed Jacobs.

Guests in attendance: Brian Malm, Les Conway, Lucas Marshman, Adam Maxwell, Eric Bennett, Chad Gelner and Richard Johnson.

2. PLEDGE OF ALLEGIANCE-

3. PUBLIC HEARING – MARSHMAN ADDITION PRELIMINARY PLAT–

Mayor Luckstein asked for a motion to open the public hearing to discuss the Marshman Addition Preliminary Plat application. At 6:00 pm a motion was made by Daschner, second by Jacobs to open the public meeting.

- Les Conway from WSE/Massee Engineer Firm for the Contractor Mr. Lucas Marshman, asked the council for approval of the Preliminary Plat application with conditions.
- David Todd – No one contacted City Hall with comments for this public hearing.

Motion made by Jacobs, second, by Daschner to close the public hearing. Motion carried. Public hearing was closed at 6:02 pm.

Motion made by Daschner, second, by Reeve to reopen the regular meeting. Motion carried. Regular meeting reopened at 6:03 pm.

4. PUBLIC COMMENTS –

-Adam Maxwell – 375 4th St SW – Owner of Maxwell Construction Services – Have been living in Plainview for about a year and have been running my business out of my home. Received a cease-and-desist letter from the Chief of Police. Referenced the City's Comprehensive Plan, City Code 609.17.7, and City Code 609.17.12. Would like council to consider amending codes.

5. APPROVAL OF AGENDA-

-Motion by Hammer-Bartley second, by Daschner to approve the agenda. Motion carried.

6. APPROVAL OF CONSENT AGENDA-

-Motion by Reeve second by Jacobs, to approve the Consent Agenda. Motion carried.

A. City Council Minutes – January 12, 2021

B. Bills

C. Permits/Licenses/Donations-

D. Department Head Reports and Board Minutes

7. UNFINISHED BUSINESS – None

8. NEW BUSINESS

A. **Marshman Addition Preliminary Plat – Resolution 2021-03-** Lucas Marshman has made application to the City of Plainview for a subdivision to be named the Marshman Addition located in the east portion of the city. The request is for 4 single-family lots. A public hearing was held on February 2, 2021 at a special

meeting of the Planning and Zoning Commission whereby the preliminary plat was discussed, and public input was heard. At the Planning and Zoning meeting this proposal was reviewed and the Commission, by a vote of 4-0-1, forwarded it to City Council recommending approval, with some conditions.

1. A determination that the proposed preliminary plat does not conflict with any conditions listed in Section 620.4 of the Plainview City Code, and thus approval of the preliminary plat is appropriate. *Staff and the Planning Commission recommend in favor of this determination.*

2. A determination addressing the County Engineer's comments and that the City will accept responsibility for future maintenance or replacement of storm sewer beyond the extents of the existing culverts maintained by the County, as well as future maintenance (including snow removal), replacement, or improvements of sidewalk (additional to existing) within the right-of-way of County Road 8 (East Broadway). *Staff and the Planning Commission recommend in favor of this determination.*

3. The applicant shall address and satisfy the following conditions prior to final plat:

a. The applicant shall show the correct setbacks on the preliminary plat.

b. The applicant shall revise the proposed drainage design to meet City and County requirements for storm sewer and revise the proposed grading plan accordingly.

c. The applicant shall revise the plan to include the installation of sump pump services to each lot in accordance with City standards.

d. The applicant shall comply with County requirements related to sidewalk and pedestrian ramp design for the sidewalk within the County Road 8 (East Broadway) right-of-way.

4. A Development Agreement to install the required infrastructure improvements necessary to support development on lots within the proposed subdivision will be required as a condition of Final Plat approval in accordance with City Code.

5. Easements included on the final plat shall conform with those shown on the preliminary plat, as well as any adjustments or additions determined to be needed by the City during preparation and review of final plans and specifications for the proposed subdivision improvements.

6. Any parkland dedication or cash in-lieu of land amount shown on the preliminary plat and proposed by the developer or applicant shall be verified, adjusted if required, and finalized as a part of the development agreement.

7. All other comments or conditions from city departments, franchise service and utility providers, or other authorities with jurisdiction over this development shall apply to this development.

8. Unless earlier rescinded by the City Council, approval of a preliminary plat is limited to a period of one year, after which time the applicant is required to resubmit a preliminary plat. Upon application filed with the City Clerk, the City Council may continue the approval for an additional period of time. The application shall be filed at least 20 days prior to expiration of the approval of the preliminary plat. In the event the developer does not submit a final plat for approval within this time limits listed herein, the preliminary plat approval in this resolution shall expire.

Motion made by Daschner, second by Jacobs to approve Resolution 2021-03 with conditions for the Preliminary Plat of the Marshman Addition. Motion carried.

- B. **Lot Split Kenny Sylvester – Resolution 2021-04** – Administrator Todd explained a lot split application submitted by Kenny Sylvester was presented to the City. Kenny Sylvester will be required to record this transaction with Wabasha County once the application has been approved.

Motion by Jacobs, second by Hammer-Bartley to approve Resolution 2021-04, the simple lot split application allowing Kenny Sylvester to split his single lot, located at 210 Second Ave NE (PID #R26.00688.00), thereby creating an additional buildable lot. Motion carried.

- C. **PEM School Graduation Banners** – The City of Plainview received a request from Plainview-Elgin-Millville School District for the use of City's light poles along Broadway to hang personalized banners for the graduating class of 2021. The history of this event was borne out of the COVID-19 pandemic inasmuch as traditional graduation ceremonies were deemed as a prohibited event by the Governor due to the concern of a super spreader event. The event is not without cost to the City and others. The banners will be purchased by the parent of each senior. The in-kind cost to the City for this event includes hardware for the light poles, use of City vehicles, and staff time to install and remove the banners. This equates to approximately \$3,104. Shane Loftus, Public Works Director stated the business banners would need to be taken down for the senior banners to be put up. The senior banners would come back down the end of May and be given to the graduates.

A motion was made by Daschner, second by Jacobs to approve the use of City light poles and resources to erect and take down the PEM School Graduation Banners for the Class of 2021. Motion carried.

- D. **Park and Trails Commission Appointment:** The Parks and Trails Commission received two great applications for the position. The Park and Trails Commission is making the recommendation to appoint

John Curtiss, for a 3-year term that would expire December 31, 2023.

Motion made by Daschner, second by Hammer-Bartley to approve John Curtiss to the Parks and Trails Commission for a 3-year term to expire December 31, 2023. Motion carried.

- E. **Flower Baskets for 2021** – Public Works Director, Shane Loftus explained to the council that last year was the first year with the new light poles along Broadway and along 3rd Ave SW. It was decided last year by council to only had baskets on one side of each pole. Each light pole is equipped to have 2 flower baskets. The price is \$35 per basket. There would also be an added cost of water time and fertilizer with 2 flower baskets on each pole. Prices are as follows:

Single side 46 x \$35 = \$1,610.00
Double sided 89 x \$35 = \$3,115.00

A lengthy discussion followed regarding cost, if the double-sided baskets were in the budget for this year, and the fact that the senior banners were not in the budget.

Motion was made by Daschner, second by Hammer-Bartley to approve the double-sided flower baskets for 2021. Aye: Daschner, Hammer-Bartley, and Reeve. Nay: Luckstein, and Jacobs. Motion passes 3-2.

- F. **2021 Pool Wages** – Administrator Todd explained to council, Michelle Olig is a seasonal employee who manages the swimming pool each year. Olig typically works January – August. The requested salary would be set at \$7,333 for the 2021 season, plus \$16.77 per hour for training hours. This salary reflects a 3% increase, which is the same increase approved for all other employees for 2021. Motion by Daschner, second by Jacobs to approve the salary for Michelle Olig, Pool Manager, for the 2021 pool season at \$7,333 for the season, plus \$16.77 per hour for training hours. Motion carried.

The process of planning for the season and hiring pool staff starts in January of each year. Once that process is complete and all staff is hired, the employee list will be brought to council for approval. In the meantime, we need to set the wage scale for seasonal pool employees for 2021. This wage scale reflects the 3% increase that other employees received for 2021. By approving this increase, we ensure that we are meeting the state's minimum wage requirement for 2021 which is currently \$10.08 an hour for large employers. Large employers are defined as employers whose gross revenues are more than \$500,000 in the previous year.

Position: Lifeguard - \$10.40, WSI Guard - \$11.47, Headguard - \$12.55, Desk Attendant - \$10.40, Instructor/Water Aerobics Sub - \$11.47, Water Aerobics Instructor - \$12.58, Pool Manager - \$7,333 for the season, plus \$16.77 an hour for training.

Motion by Daschner, second by Jacobs to approve the 2021 wage scale for seasonal pool employees as listed. Motion carried.

- G. **Small Town Grant 2.0 Funds** - The Southern Minnesota Initiative Foundation (SMIF) will allow the Plainview EDA to retool its 2018 Small Town Grant project and use the remaining balance on a new economic development project to be completed as soon as possible in 2021. SMIF awarded the EDA a \$10,000 Small Town Grant in 2018. Local organizations provided \$5,750 in matching funds. The 2018 grant objectives were threefold: 1) to bring all community organizations into regular monthly meetings to share information; 2) to create an easily accessible communication tool as a single source of community information; and 3) to survey organizations to identify unmet needs and duplicative services. The EDA proposes to engage Jennifer Hawkins, U of M educator on the Community Vitality Team, to provide Strategic Doing training to Plainview businesswomen. This training is delivered in three to four hours. This training is relevant to Plainview's local economy because the majority of new business owners on Plainview's Main Street over the last ten years are women. It was noted that this training would be open for all business owners, not just women.

A motion was made by Daschner, second by Hammer-Bartley to approve the EDA's request to repurpose the grant to provide "Strategic Doing" training to businesses in Plainview.

- H. **Planning & Zoning Appointments** – The Planning Commission serves as the Board of Adjustments and Appeals and has such powers as assigned to it in Minnesota Statute and the Plainview City Code. Terms expired for Tom Weiner and Jim Walkes on December 31, 2020. Both Weiner and Walkes agreed to continue to be on the Planning Commission for another term.

Motion by Jacobs, second by Daschner to reappoint Tom Weiner and Jim Walkes to the Planning and Zoning Commission for another term ending December 31, 2023. Motion carried.

- I. **Local Road Improvement Grant Program** – Brian Malm from Bolton & Menk explain to the council the Local Road Improvement Grant Program. At the January 12th, 2021 City Council meeting, Council and staff were informed of a grant opportunity from Bolton and Menk. The program, called the Local Road Improvement Program, allocates money from the State of Minnesota for local government road

improvements in the form of grants. Bolton and Menk has summarized this project for the council in their staff report excerpt. Staff is seeking council approval to allow Bolton and Menk to apply for and administer the grant on behalf of the City. They have also identified two road projects that would benefit from the grant monies, if awarded. The deadline for the grant application is early March 2021. It was recommended that the City submit applications for funding for the Local Road Improvement Program (LRIP) for two projects: *2nd Avenue NW from TH 42 to CR 8 (10th Street NW), and 2nd Avenue SW from TH 42 to CR 8 (9th Street SW). Applications are due on March 3, 2021.* The City's application would need to be sponsored by Wabasha County. Resolutions from the City Council and the County Board would be required. If Council wishes to pursue one or both applications, the resolutions included in the Council packet will need to be approved. Resolutions would also be sent to the County Engineer for consideration by the County Board. Motion by Reeve, second by Jacobs to approve Resolution (s) 2021-05 and 2021-06 naming the street projects to be pursued by the Local Road Improvement Project Grant. Motion carried.

9. INFORMATION ONLY DOCUMENTS

10. COUNCIL COMMENT

- Luckstein- Thank you to the city staff, for all the local purchases.
- Luckstein- Thank you for providing the great data for all the work the staff is doing.
- Daschner- Thanks to everyone for all their hard work.
- Daschner- City Hall roof is almost complete.

11. ADJOURN –Motion by Luckstein, second by Daschner to adjourn the Plainview City Council meeting. Motion carried. Meeting adjourned at 7:11 pm.

Aaron Luckstein, Mayor

Carol Kujath, City Clerk

**Special Plainview City Council
Special Meeting
Saturday February 27, 2021 at 8:00 a.m.**

1. **CALL TO ORDER-** Mayor Luckstein called the Plainview City Council special meeting to order on Saturday, February 27, 2020 at 8:02 a.m.

Council Members in attendance: Luckstein, Daschner, Reeve, Jacobs, and Hammer Bartley.
Council Members absent: None.

Department Heads in attendance: City Administrator David Todd, Finance Director Vicki Axley, City Clerk Carol Kujath, Deputy City Clerk Kayla Hall, Library Director Alice Henderson, Public Works Director Shane Loftus, Police Chief Jason Timm, and Fire Chief Ed Jacobs.
EDA Director Judith Jordan was also present via zoom.

Department Heads Absent: None.

Guests in attendance: None

2. **APPROVAL OF THE AGENDA** -Motion by Daschner to approve the agenda. Second by Jacobs. Motion carried.

3. **DISCUSSION –**

A. Planning/Goal Setting for 2021 and Beyond – Administrator Todd started with a brief bio of himself and asked everyone to do the same. After each council member and Department Head gave their bio, each Department Head listed their goals for 2021 and beyond.

Police –Chief Timm’s list of goals: To update verbiage in Ordinances, Chapter 700, add Administration Tickets, and Fines for Administration Tickets. Community Outreach, Body Cameras, and a dog pound.

Fire – Chief Jacobs’ list of goals: Fix fire hall roof where it is leaking, documentation of what the city is responsible for when it comes to the Fire Department, fire bill invoices and what needs to be done to collect payment, start the process of getting a new ladder truck, increase the amount for retirement for the part-time firefighters to \$22,000.

A motion was made by Luckstein, second by Daschner to approve the authorization of Fire Chief Jacobs to reach out to HGAC to obtain quotes for the cost of a new ladder truck. Motion passed.

Public Works – Director Loftus’s list of goals: Keep community safe, in case of natural disaster have a generator on the water wells, improving infrastructure (streets, parks, everything), knowing our assets, assigning personnel to certain assets, transparency-sharing with the public, shop foreman position to help with the daily assignments, maintenance connection software.

Library – Director Henderson’s list of goals: Update documentation, update job descriptions, update policies, build and share context, engage in the community.

Finance – Director Axley’s list of goals: Long term codification, and update from manual to electronic processes.

Administration - Administrator Todd’s list of goals: Update codes Chapter 600 for Planning/Zoning, update employee handbook, community outreach, city hall organization-

reach out to RCTC for intern to go through boxes at city hall, update filing system to electronic system for record retention.

Clerk – Clerk Kujath’s list of goals: Schooling for clerk and deputy clerk to become certified, cemetery file system with GIS through Bolton & Menk, update file system at city hall.

EDA – Director Jordan list of goals: Not to increase debt load to the City, support the private sector and bring the business community together.

The Mayor and Councilmembers each had a list of goals also.

Daschner – Update ordinances, lights along Hwy 42 from Dairy Queen to 4-way stop sign, Eastwood park-finish the walking path around back of ice rink, complete road for compost area at the Bob Walkes place, cemetery road improvements, establish a road off of Hwy 42 into the golf course, replace trees, and update the ventilation system at the Public Works Building.

Reeves – keep communication open, meet people where they are at, have a backup plan.

Hammer-Bartley – work with everyone getting it right, not being right.

Luckstein – Rely on the experts (staff), to promote and empower everyone, Plainview to be a safe, friendly, supportive, and welcoming community.

Jacobs left at 10:30 a.m. so did not have a chance to share his goals for the city.

All of these goals were discussed at length. Administrator Todd will take all the information and create a survey, so all council members and staff can rate the goals. Once all survey results are in it will be determined which goals will be a priority and will bring the results to the April city council meeting.

9. **ADJOURN** – Luckstein made a motion to adjourn the meeting. Second by Reeve. Meeting adjourned at 11:28 a.m.

Aaron Luckstein, Mayor

Carol Kujath, City Clerk

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM: Bills	AGENDA SECTION: Consent
PREPARED BY: Vicki Axley	AGENDA NO. 6.B.
ATTACHMENTS: Bills Report	APPROVED BY: D.T.
RECOMMENDED ACTION: Motion to approve payment of all bills listed in attached report.	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106237 42 N. MAIN COMMON GROUNDS, LLC								
02/12/2021	FEB 2021	1	Invoice	FEB. 2021 TIF PAYMENT	02/12/2021	02/12/2021	3,374.00	506-46500-439
Total 106237 42 N. MAIN COMMON GROUNDS, LLC:							3,374.00	
416 AFLAC								
02/19/2021	514792	1	Invoice	EMPLOYEE INS.	02/12/2021	02/19/2021	151.06	101-21705
Total 416 AFLAC:							151.06	
524 ALEX AIR APPARATUS								
02/05/2021	INV-43131	1	Invoice	REPAIR FIRE GEAR	02/01/2021	02/10/2021	139.00	101-42200-221
02/05/2021	INV-43131	2	Invoice	REPAIR FIRE GEAR	02/01/2021	02/10/2021	139.00	245-42200-221
02/19/2021	INV-43135	1	Invoice	NEW CUTTER/FIRE DEPT.	02/02/2021	02/19/2021	2,011.43	101-42200-221
02/19/2021	INV-43135	2	Invoice	NEW CUTTER/FIRE DEPT.	02/02/2021	02/19/2021	2,011.42	245-42200-221
03/11/2021	INV-43349	1	Invoice	HOODS & GLOVES/FIRE DEPT	03/04/2021	03/16/2021	953.80	101-42200-221
03/11/2021	INV-43349	2	Invoice	HOODS & GLOVES/FIRE DEPT	03/04/2021	03/16/2021	953.79	245-42200-221
Total 524 ALEX AIR APPARATUS:							6,208.44	
106632 ALL-AMERICAN CO-OP								
03/04/2021	698677	1	Invoice	SUPPLIES WATER	03/04/2021	03/08/2021	159.68	601-49400-217
Total 106632 ALL-AMERICAN CO-OP:							159.68	
106617 AT&T MOBILITY								
02/09/2021	2872918546	1	Invoice	PHONES POLICE	01/25/2021	02/10/2021	570.84	101-42100-321
03/11/2021	2872918546	1	Invoice	PHONES POLICE	02/25/2021	03/16/2021	570.84	101-42100-321
Total 106617 AT&T MOBILITY:							1,141.68	
556 AUTOMATIC SYSTEMS CO								
02/19/2021	35684S	1	Invoice	REPAIRS/WATER	02/08/2021	02/19/2021	2,017.60	601-49400-310
Total 556 AUTOMATIC SYSTEMS CO:							2,017.60	
106440 AXLEY, VICKI								
02/23/2021	02-23-21	1	Invoice	2021 MED/FLEX REIMBURSEMENT	02/23/2021	02/23/2021	111.40	101-21709
Total 106440 AXLEY, VICKI:							111.40	
104716 BAKER & TAYLOR								
02/17/2021	L2300462 FE	1	Invoice	BOOKS/LIBRARY	02/16/2021	02/19/2021	934.57	211-45500-592
Total 104716 BAKER & TAYLOR:							934.57	
106750 BDS CONTRACT DOOR & HARDWARE CO.								
02/05/2021	196306	1	Invoice	REPAIR DOOR/AMBULANCE BUILDING	01/13/2021	02/05/2021	1,952.39	101-41500-227
Total 106750 BDS CONTRACT DOOR & HARDWARE CO.:							1,952.39	
329 BECKLEYS OFFICE PRODUCTS								
03/09/2021	3/8/2021	1	Invoice	paper shred	03/08/2021	03/08/2021	36.50	101-41500-401
02/08/2021	FEBRUARY	1	Invoice	paper shred	02/08/2021	02/10/2021	36.50	101-41500-401
Total 329 BECKLEYS OFFICE PRODUCTS:							73.00	

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106023 BECKLUND'S AUTO REPAIR & TOWING								
02/26/2021	5006	1	Invoice	TOWING/POLICE	02/03/2021	02/26/2021	193.28	101-42100-436
Total 106023 BECKLUND'S AUTO REPAIR & TOWING:							193.28	
31 BENNETT & SONS SAND & GRAVEL								
02/24/2021	37094	1	Invoice	SNOW HAULING	01/31/2021	02/26/2021	6,200.00	101-43125-310
Total 31 BENNETT & SONS SAND & GRAVEL:							6,200.00	
106751 BLUE AND BROWN BACKGROUNDS								
02/18/2021	3-5-21	1	Invoice	BACKGROUND TRAINING/B.MILLER	02/18/2021	02/18/2021	300.00	101-42100-331
Total 106751 BLUE AND BROWN BACKGROUNDS:							300.00	
106463 BOLTON & MENK, INC.								
03/11/2021	0265342	1	Invoice	GENERAL ENGINEERING 2021	02/26/2021	03/16/2021	4,480.00	101-41500-303
02/08/2021	H19.116441	1	Invoice	2019 TAP LIGHTING/SURFACE PROJECT	01/29/2021	02/10/2021	467.25	416-48000-303
02/08/2021	H19.119930	1	Invoice	2020 STREET IMPROVEMENT PROJECT	01/29/2021	02/10/2021	4,259.00	417-48000-303
02/08/2021	H19.120409	1	Invoice	2020 GENERAL ENGINEERING	01/29/2021	02/10/2021	2,400.00	101-41500-303
Total 106463 BOLTON & MENK, INC.:							11,606.25	
106219 BRAUN, DAVID								
02/18/2021	197179	1	Invoice	SUPPLIES & WELD PLOW TRUCK FUEL TAN	02/16/2021	02/19/2021	857.00	101-43100-221
Total 106219 BRAUN, DAVID:							857.00	
105666 C.L. MCCAULEY BLDR & SON								
02/19/2021	PL20-82 REF	1	Invoice	REFUND DEPOSIT/WATER	02/18/2021	02/19/2021	500.00	601-49400-229
02/19/2021	PL20-82 REF	2	Invoice	REFUND DEPOSIT/SEWER	02/18/2021	02/19/2021	500.00	602-49450-229
Total 105666 C.L. MCCAULEY BLDR & SON:							1,000.00	
104828 CENTER POINT LARGE PRINT								
02/17/2021	1824992	1	Invoice	LG PRINT BOOKS/LIB	02/16/2021	02/19/2021	45.71	211-45500-592
Total 104828 CENTER POINT LARGE PRINT:							45.71	
572 CENTURYLINK/PHOENIX								
02/19/2021	313054219 F	1	Invoice	PHONE POOL	02/11/2021	02/19/2021	34.85	225-45128-321
02/19/2021	313539040 F	1	Invoice	PHONE PARK BOARD	02/11/2021	02/19/2021	56.59	225-45200-321
Total 572 CENTURYLINK/PHOENIX:							91.44	
106449 CINTAS CORPORATION								
02/24/2021	4074689160	1	Invoice	MATS & SCRAPER/PW	02/02/2021	02/26/2021	16.64	101-43100-310
02/24/2021	4075341291	1	Invoice	MATS & SCRAPER/PW	02/09/2021	02/26/2021	16.64	101-43100-310
02/24/2021	4075341422	1	Invoice	MOPS&TOWELS/CITYHALL	02/09/2021	02/26/2021	17.41	101-41500-310
02/24/2021	4076047044	1	Invoice	MATS & SCRAPER/PW	02/16/2021	02/26/2021	16.64	101-43100-310
02/24/2021	4076678292	1	Invoice	MATS & SCRAPER/PW	02/23/2021	02/26/2021	16.64	101-43100-310
Total 106449 CINTAS CORPORATION:							83.97	
105990 CIVIC SYSTEMS, LLC								
02/05/2021	CVC20318	1	Invoice	TRAINING/ADM	01/06/2021	02/05/2021	600.00	101-41500-309

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105990 CIVIC SYSTEMS, LLC:							600.00	
106758 COMPASS MINERALS AMERICA INC.								
02/26/2021	771860	1	Invoice	BULK COARSE LA- HWY	02/19/2021	02/26/2021	3,859.53	101-43125-217
Total 106758 COMPASS MINERALS AMERICA INC.:							3,859.53	
51 CONSTRUCTION MGMT. SERVICES								
03/01/2021	FEBRUARY	1	Invoice	BUILDING INSPECTION	02/28/2021	03/08/2021	1,262.59	101-41500-316
Total 51 CONSTRUCTION MGMT. SERVICES:							1,262.59	
106422 CORE & MAIN, LP								
02/19/2021	N687927	1	Invoice	HYDRANT OIL/WATER	02/03/2021	02/19/2021	100.17	601-49400-217
Total 106422 CORE & MAIN, LP:							100.17	
104935 CRABTREE PUBLISHING COMPANY								
02/17/2021	IN554090	1	Invoice	BOOKS/LIBRARY	02/16/2021	02/19/2021	543.40	211-45500-592
Total 104935 CRABTREE PUBLISHING COMPANY:							543.40	
105876 CURTISS, MEG								
02/05/2021	012521	1	Invoice	2021 MED/FLEX REIMBURSEMENT	01/25/2021	02/05/2021	19.65	101-21709
03/03/2021	030321	1	Invoice	2021 MED/FLEX REIMBURSEMENT	03/03/2021	03/03/2021	26.98	101-21709
Total 105876 CURTISS, MEG:							46.63	
105949 CUSTOM COMMUNICATIONS INC.								
02/23/2021	481916	1	Invoice	ALARM SYSTEM MONITORING/CITY HALL	02/19/2021	02/26/2021	6,976.00	101-41500-590
Total 105949 CUSTOM COMMUNICATIONS INC.:							6,976.00	
106428 DATA SMART COMPUTERS INC.								
02/05/2021	67970	1	Invoice	ADMIN IT SUPPORT	01/26/2021	02/10/2021	437.50	101-41500-310
02/05/2021	68072	1	Invoice	DATTO BACKUP	02/01/2021	02/10/2021	149.00	101-41500-309
02/05/2021	68073	1	Invoice	ADMIN ANTI-VIRUS MONTHLY	02/01/2021	02/10/2021	72.00	101-41500-309
02/05/2021	68167	1	Invoice	MONTHLY ANTI-VIRUS/FIRE	02/01/2021	02/10/2021	6.49	101-42200-309
02/05/2021	68218	1	Invoice	MICROSOFT 365 LICENSES	02/02/2021	02/10/2021	189.00	101-41500-309
02/19/2021	68266	1	Invoice	ANNUAL FORTINET FIREWALL RENEWAL	02/11/2021	02/19/2021	458.82	101-41500-309
03/01/2021	68373	1	Invoice	ADMIN IT SUPPORT	02/25/2021	03/08/2021	62.50	101-41500-310
03/11/2021	68419	1	Invoice	DATTO BACKUP	03/02/2021	03/16/2021	149.00	101-41500-309
03/11/2021	68420	1	Invoice	ADMIN ANTI-VIRUS MONTHLY	03/02/2021	03/16/2021	72.00	101-41500-309
03/11/2021	68517	1	Invoice	ANTI-VIRUS WITH REMOTE CONTROL/FIRE	03/02/2021	03/16/2021	6.49	101-42200-309
03/11/2021	68574	1	Invoice	MICROSOFT 365 LICENSES	03/02/2021	03/16/2021	189.00	101-41500-309
Total 106428 DATA SMART COMPUTERS INC.:							1,791.80	
105564 DEARBORN LIFE INS CO.								
02/23/2021	MARCH 202	1	Invoice	EMPLOYEE INS.	02/12/2021	02/23/2021	131.51	101-41500-131
02/23/2021	MARCH 202	2	Invoice	EMPLOYEE INS.	02/12/2021	02/23/2021	265.84	101-42100-131
02/23/2021	MARCH 202	3	Invoice	EMPLOYEE INS.	02/12/2021	02/23/2021	73.88	101-43100-131
02/23/2021	MARCH 202	4	Invoice	EMPLOYEE INS.	02/12/2021	02/23/2021	38.35	211-45500-131
02/23/2021	MARCH 202	5	Invoice	EMPLOYEE INS.	02/12/2021	02/23/2021	31.01	225-45200-131
02/23/2021	MARCH 202	6	Invoice	EMPLOYEE INS.	02/12/2021	02/23/2021	30.13	601-49400-131
02/23/2021	MARCH 202	7	Invoice	EMPLOYEE INS.	02/12/2021	02/23/2021	31.88	602-49450-131

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 105564 DEARBORN LIFE INS CO.:							602.60	
106645 ELLINGSON, MATTHEW								
03/11/2021	03/08/2021	1	Invoice	FOOD & MILEAGE	03/03/2021	03/16/2021	211.18	601-49400-331
02/23/2021	2/18/21 INVO	1	Invoice	UNIFORM REIMBURSE PARKS	02/18/2021	02/26/2021	165.00	225-45200-417
Total 106645 ELLINGSON, MATTHEW:							376.18	
105049 FIRE SAFETY USA, INC.								
02/19/2021	144008	1	Invoice	FOAM-FIRE DEPT	02/15/2021	02/19/2021	625.00	245-42200-226
02/19/2021	144008	2	Invoice	FOAM-FIRE DEPT	02/15/2021	02/19/2021	625.00	101-42200-226
Total 105049 FIRE SAFETY USA, INC.:							1,250.00	
259 FIRST SUPPLY, LLC-ROCHESTER								
02/19/2021	12586970-00	1	Invoice	SUPPLIES/PUBLIC WORKS	02/12/2021	02/19/2021	133.33	101-43100-223
Total 259 FIRST SUPPLY, LLC-ROCHESTER:							133.33	
105806 FLAHERTY & HOOD, P.A.								
02/09/2021	15710	1	Invoice	ADMIN LEGAL FEES	02/01/2021	02/10/2021	1,312.50	101-41500-304
03/11/2021	15819	1	Invoice	ADMIN LEGAL FEES	03/01/2021	03/16/2021	2,117.50	101-41500-304
03/11/2021	15860	1	Invoice	PERSONNEL LEGAL FEES	03/02/2021	03/16/2021	357.50	101-41500-304
Total 105806 FLAHERTY & HOOD, P.A.:							3,787.50	
104 GOPHER STATE ONE CALL								
03/02/2021	1020681	1	Invoice	LOCATES WATER	02/28/2021	03/08/2021	4.05	601-49400-310
03/02/2021	1020681	2	Invoice	LOCATES SEWER	02/28/2021	03/08/2021	4.05	602-49450-310
Total 104 GOPHER STATE ONE CALL:							8.10	
105808 HBC, INC.								
02/08/2021	105099 FEB	1	Invoice	PHONE&INTERNET/FIRE DEPT.	02/02/2021	02/10/2021	170.07	101-42200-321
03/11/2021	105099 MAR	1	Invoice	PHONE&INTERNET/FIRE DEPT.	03/02/2021	03/16/2021	160.07	101-42200-321
02/09/2021	71466 FEBR	1	Invoice	PHONE&INTERNET/LIBRARY	02/02/2021	02/10/2021	53.00	211-45500-321
03/11/2021	71466 MARC	1	Invoice	PHONE&INTERNET/LIBRARY	03/02/2021	03/16/2021	56.00	211-45500-321
02/08/2021	78487 FEBR	1	Invoice	PHONE INTERNET/ADMIN	02/02/2021	02/10/2021	477.76	101-41500-321
02/08/2021	78487 FEBR	2	Invoice	PHONE INTERNET/PD	02/02/2021	02/10/2021	273.90	101-42100-321
02/08/2021	78487 FEBR	3	Invoice	PHONE INTERNET/PUBLIC WORKS	02/02/2021	02/10/2021	266.57	101-43100-321
03/11/2021	78487 MARC	1	Invoice	PHONE INTERNET/ADMIN	03/02/2021	03/16/2021	477.76	101-41500-321
03/11/2021	78487 MARC	2	Invoice	PHONE INTERNET/PD	03/02/2021	03/16/2021	273.90	101-42100-321
03/11/2021	78487 MARC	3	Invoice	PHONE INTERNET/PUBLIC WORKS	03/02/2021	03/16/2021	266.57	101-43100-321
Total 105808 HBC, INC.:							2,475.60	
105970 HG ELECTRIC, LLC								
02/19/2021	C718	1	Invoice	SERVICE CALL 3-WAY SWITCH/FIRE DEPT	02/10/2021	02/19/2021	100.00	101-42200-223
Total 105970 HG ELECTRIC, LLC:							100.00	
116 HIGH PLAINS								
03/11/2021	1050	1	Invoice	FOOD & FUEL/PD	02/28/2021	03/16/2021	69.87	101-42100-331
02/08/2021	174844	1	Invoice	FUEL/PW INVOICE #174844	01/06/2021	02/10/2021	31.23	101-43100-212
02/08/2021	174999	1	Invoice	FUEL/PW INVOICE #174999	01/12/2021	02/10/2021	52.06	101-43100-212
02/08/2021	175087	1	Invoice	FUEL/SNOW INVOICE #175087	01/14/2021	02/10/2021	42.91	101-43125-212
02/08/2021	175115	1	Invoice	FUEL/SNOW INVOICE #175115	01/15/2021	02/10/2021	13.25	101-43125-212

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
02/08/2021	175117	1	Invoice	FUEL/SNOW INVOICE #175117	01/15/2021	02/10/2021	61.17	101-43125-212
02/08/2021	175120	1	Invoice	FUEL/SNOW INVOICE #175120	01/15/2021	02/10/2021	80.90	101-43125-212
02/08/2021	175125	1	Invoice	FUEL/SNOW INVOICE #175125	01/15/2021	02/10/2021	88.77	101-43125-212
02/08/2021	175159	1	Invoice	FUEL/SNOW INVOICE #175159	01/17/2021	02/10/2021	9.49	101-43125-212
02/08/2021	175222	1	Invoice	FUEL/SNOW INVOICE #175222	01/19/2021	02/10/2021	38.11	101-43125-212
02/08/2021	175230	1	Invoice	FUEL/SNOW INVOICE #175230	01/19/2021	02/10/2021	7.95	101-43125-212
02/08/2021	175279	1	Invoice	FUEL/SNOW INVOICE #175279	01/20/2021	02/10/2021	12.55	101-43125-212
02/08/2021	175343	1	Invoice	FUEL/ICE RINK INVOICE #175343	01/22/2021	02/10/2021	27.01	225-45127-212
02/08/2021	175395	1	Invoice	FUEL/SNOW INVOICE #175395	01/24/2021	02/10/2021	11.81	101-43125-212
02/08/2021	175397	1	Invoice	FUEL/SNOW INVOICE #175397	01/24/2021	02/10/2021	61.61	101-43125-212
02/08/2021	175421	1	Invoice	FUEL/SNOW INVOICE #175421	01/25/2021	02/10/2021	96.08	101-43125-212
02/08/2021	175427	1	Invoice	FUEL/SNOW INVOICE #175427	01/25/2021	02/10/2021	13.32	101-43125-212
02/08/2021	175463	1	Invoice	FUEL/SNOW INVOICE #175463	01/26/2021	02/10/2021	82.99	101-43125-212
02/08/2021	175465	1	Invoice	FUEL/SNOW INVOICE #175465	01/26/2021	02/10/2021	47.23	101-43125-212
02/08/2021	175576	1	Invoice	FUEL/PW INVOICE #175576	01/29/2021	02/10/2021	40.96	101-43100-212
02/08/2021	175628	1	Invoice	FUEL/SNOW INVOICE #175628	01/31/2021	02/10/2021	7.45	101-43125-212

Total 116 HIGH PLAINS:

896.72

105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS

03/10/2021	APRIL 2021	1	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	3,975.00	101-41500-131
03/10/2021	APRIL 2021	2	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	1,325.00	101-42100-131
03/10/2021	APRIL 2021	3	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	1,113.00	101-43100-131
03/10/2021	APRIL 2021	4	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	212.00	101-43125-131
03/10/2021	APRIL 2021	5	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	1,325.00	225-45200-131
03/10/2021	APRIL 2021	6	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	1,325.00	601-49400-131
03/10/2021	APRIL 2021	7	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	1,325.00	602-49450-131
03/10/2021	APRIL 2021	1	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	1,527.00	101-41500-131
03/10/2021	APRIL 2021	2	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	10,689.00	101-42100-131
03/10/2021	APRIL 2021	3	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	1,282.68	101-43100-131
03/10/2021	APRIL 2021	4	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	244.32	101-43125-131
03/10/2021	APRIL 2021	5	Invoice	EMPLOYEE HEALTH INSURANCE-APRIL 202	03/10/2021	03/10/2021	3,054.00	211-45500-131

Total 105714 I.U.O.E LOCAL49 FRINGE BENEFIT FUNDS:

27,397.00

106759 IHDE, AL

03/11/2021	3/11/21	1	Invoice	REFUND OVERPAYMENT ON FINAL BILL AC	03/11/2021	03/16/2021	30.00	601-49400-229
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Total 106759 IHDE, AL:

30.00

106756 IOWA LEAGUE OF CITIES

02/25/2021	89578	1	Invoice	CITY PLANNER AD	02/25/2021	02/26/2021	140.00	101-41500-343
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Total 106756 IOWA LEAGUE OF CITIES:

140.00

105968 ITRON, INC.

02/09/2021	578785	1	Invoice	IMA DRIVEBY 2021	01/12/2021	02/10/2021	926.10	601-49400-401
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Total 105968 ITRON, INC.:

926.10

348 JOHN DEERE FINANCIAL

02/09/2021	1485419	1	Invoice	OIL/PW	02/08/2021	02/10/2021	106.68	101-43100-221
02/09/2021	1485419	2	Invoice	OIL/SNOW	02/08/2021	02/10/2021	106.67	101-43125-221

Total 348 JOHN DEERE FINANCIAL:

213.35

106740 KELLY PRINTING SUPPLIES

02/08/2021	253233	1	Invoice	TONER CARTRIDGES	01/15/2021	02/10/2021	250.95	101-41500-201
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Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106740 KELLY PRINTING SUPPLIES:							250.95	
106520 KENNY SYLVESTER CONSTRUCTION								
02/10/2021	2-11-21	1	Invoice	CLEANING CITY HALL/ADMIN JANUARY 2021	02/11/2021	02/11/2021	600.00	101-41500-401
02/10/2021	2-11-21	2	Invoice	CLEANING CITY HALL/COUNCIL JANUARY 2	02/11/2021	02/11/2021	600.00	101-41110-401
03/11/2021	FEB 11-MAR	1	Invoice	CLEANING CITY HALL/ADMIN FEBRUARY 20	03/11/2021	03/16/2021	600.00	101-41500-401
03/11/2021	FEB 11-MAR	2	Invoice	CLEANING CITY HALL/COUNCIL FEBRUARY	03/11/2021	03/16/2021	600.00	101-41110-401
Total 106520 KENNY SYLVESTER CONSTRUCTION:							2,400.00	
141 KREOFKY BUILDING SUPPLIES								
02/05/2021	2101-512564	1	Invoice	TOILET PART/CITY HALL	01/22/2021	02/10/2021	17.99	101-41500-223
02/09/2021	2102-391724	1	Invoice	FROG TAPE/PD	01/31/2021	02/10/2021	9.65	101-42100-201
03/02/2021	2102-514950	1	Invoice	WAX EXTENDER KIT/PARKS	02/01/2021	03/08/2021	7.99	225-45200-223
03/02/2021	2102-515199	1	Invoice	VINYL TUBING/LIBRARY	02/02/2021	03/08/2021	3.60	211-45500-223
03/02/2021	2102-515352	1	Invoice	3/4" OD X 1/2" ID BRAIDED VINYL/LIBRARY	02/02/2021	03/08/2021	1.05	211-45500-223
03/02/2021	2102-515630	1	Invoice	BALLAST LAMPS & PARTS/FIRE DEPT	02/03/2021	03/08/2021	32.89	101-42200-223
03/02/2021	2102-515697	1	Invoice	ELECTRONIC BALLAST/FIRE DEPT	02/03/2021	03/08/2021	21.99	101-42200-223
03/02/2021	2102-517519	1	Invoice	BATTERIES, DISINFECTANT, PARTS/PW	02/11/2021	03/08/2021	24.97	101-43100-217
03/02/2021	2102-518469	1	Invoice	SPRAY PAINT AND PRIMER/PW	02/16/2021	03/08/2021	20.56	101-43100-221
03/02/2021	2102-518865	1	Invoice	D BATTERIES/PW	02/17/2021	03/08/2021	19.98	101-43100-217
03/02/2021	2102-519164	1	Invoice	MISC PARTS/SNOW	02/18/2021	03/08/2021	1.40	101-43125-221
03/02/2021	2102-519450	1	Invoice	CLEANER/LIBRARY	02/19/2021	03/08/2021	4.99	211-45500-223
03/02/2021	2102-520167	1	Invoice	TAPE/PW	02/23/2021	03/08/2021	2.38	101-43100-217
03/02/2021	2102-520214	1	Invoice	MAILBOX/SNOW	02/23/2021	03/08/2021	21.99	101-43125-217
03/02/2021	2102-520392	1	Invoice	MISC PARTS/FIRE DEPT	02/24/2021	03/08/2021	1.20	101-42200-217
03/03/2021	2102-520939	1	Invoice	12" GALV VALLEY TIN/SEWER	02/25/2021	03/08/2021	2.40	602-49450-217
03/03/2021	2102-521063	1	Invoice	CONCRETE MIX/SEWER	02/26/2021	03/08/2021	5.46	602-49450-221
03/11/2021	2103-395579	1	Invoice	COAT HOOK, DOOR MAT/PD	02/28/2021	03/16/2021	37.32	101-42100-437
Total 141 KREOFKY BUILDING SUPPLIES:							237.81	
106329 LAKE CITY RECYCLING & DISPOSAL								
02/05/2021	96001	1	Invoice	GARBAGE/PARKS	02/01/2021	02/10/2021	72.54	225-45200-384
02/05/2021	96001	2	Invoice	GARBAGE/PARKS	02/01/2021	02/10/2021	72.54	225-45200-384
02/05/2021	96001	3	Invoice	GARBAGE/CEMETERY	02/01/2021	02/10/2021	145.08	235-49010-384
02/05/2021	96001	4	Invoice	GARBAGE/STREETS	02/01/2021	02/10/2021	50.25	101-43100-384
02/05/2021	96001	5	Invoice	GARBAGE/PW	02/01/2021	02/10/2021	72.54	101-43100-384
02/05/2021	96001	6	Invoice	GARBAG/FIRE HALL	02/01/2021	02/10/2021	54.76	101-42200-384
03/02/2021	96253	1	Invoice	CITY CLEAN UP-FALL	02/02/2021	03/08/2021	903.46	101-41110-440
03/04/2021	96488	1	Invoice	GARBAGE/PARKS	03/01/2021	03/08/2021	72.54	225-45200-384
03/04/2021	96488	2	Invoice	GARBAGE/PARKS	03/01/2021	03/08/2021	72.54	225-45200-384
03/04/2021	96488	3	Invoice	GARBAGE/CEMETERY	03/01/2021	03/08/2021	145.08	235-49010-384
03/04/2021	96488	4	Invoice	GARBAGE/STREETS	03/01/2021	03/08/2021	50.25	101-43100-384
03/04/2021	96488	5	Invoice	GARBAGE/PW	03/01/2021	03/08/2021	72.54	101-43100-384
03/04/2021	96488	6	Invoice	GARBAGE/FIRE HALL	03/01/2021	03/08/2021	54.76	101-42200-384
Total 106329 LAKE CITY RECYCLING & DISPOSAL:							1,838.88	
365 LEAGUE OF MINNESOTA CITIES/FINANCE								
02/05/2021	334995	1	Invoice	REGIONAL SAFETY TRAINING	01/25/2021	02/10/2021	480.00	101-43100-406
Total 365 LEAGUE OF MINNESOTA CITIES/FINANCE:							480.00	
106017 LEAGUE OF MN CITIES INSURANCE TRUST								
02/05/2021	02/04/21 INV	1	Invoice	WORK COMP INSURANCE	02/04/2021	02/10/2021	56.37	101-41110-151
02/05/2021	02/04/21 INV	2	Invoice	WORK COMP INSURANCE	02/04/2021	02/10/2021	2,224.66	101-41500-151

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
02/05/2021	02/04/21 INV	3	Invoice	WORK COMP INSURANCE	02/04/2021	02/10/2021	22,481.44	101-42100-151
02/05/2021	02/04/21 INV	4	Invoice	WORK COMP INSURANCE	02/04/2021	02/10/2021	2,704.48	101-42200-151
02/05/2021	02/04/21 INV	5	Invoice	WORK COMP INSURANCE	02/04/2021	02/10/2021	15,558.50	101-43100-151
02/05/2021	02/04/21 INV	6	Invoice	WORK COMP INSURANCE	02/04/2021	02/10/2021	536.87	211-45500-151
02/05/2021	02/04/21 INV	7	Invoice	WORK COMP INSURANCE	02/04/2021	02/10/2021	2,877.62	225-45128-151
02/05/2021	02/04/21 INV	8	Invoice	WORK COMP INSURANCE	02/04/2021	02/10/2021	1,904.55	225-45200-151
02/05/2021	02/04/21 INV	9	Invoice	WORK COMP INSURANCE	02/04/2021	02/10/2021	2,712.54	245-42200-151
02/05/2021	02/04/21 INV	10	Invoice	WORK COMP INSURANCE	02/04/2021	02/10/2021	1,056.97	601-49400-151
Total 106017 LEAGUE OF MN CITIES INSURANCE TRUST:							52,114.00	
106757 LEAGUE OF WISCONSIN MUNICIPALITIES								
02/26/2021	82504	1	Invoice	CITY PLANNER AD	02/25/2021	02/26/2021	150.00	101-41500-343
Total 106757 LEAGUE OF WISCONSIN MUNICIPALITIES:							150.00	
106720 LOFFLER COMPANIES INC.								
02/19/2021	28713423	1	Invoice	ADMIN COPIER LEASE	02/04/2021	02/19/2021	161.22	101-41500-401
02/05/2021	3636805	1	Invoice	COPIER CHARGES/ADMIN	02/01/2021	02/10/2021	64.84	101-41500-401
03/11/2021	3660661	1	Invoice	COPIER CHARGES/ADMIN	03/01/2021	03/11/2021	47.29	101-41500-401
Total 106720 LOFFLER COMPANIES INC.:							273.35	
160 LYONS OIL MINI MART								
03/04/2021	2-28-21 STA	1	Invoice	CREDIT/DISCOUNT FOR FEBRUARY 2021	02/28/2021	03/08/2021	2.75-	101-43125-212
03/04/2021	2-28-21 STA	2	Invoice	CREDIT/DISCOUNT FOR FEBRUARY 2021	02/28/2021	03/08/2021	3.59-	101-43100-212
03/04/2021	5272030	1	Invoice	FUEL/SNOW	02/11/2021	03/08/2021	68.50	101-43125-212
03/04/2021	5272061	1	Invoice	FUEL/PW	02/12/2021	03/08/2021	43.56	101-43100-212
03/04/2021	5770709	1	Invoice	FUEL/SNOW	02/19/2021	03/08/2021	13.99	101-43125-212
03/04/2021	5770714	1	Invoice	FUEL/SNOW	02/19/2021	03/08/2021	66.80	101-43125-212
03/04/2021	5771008	1	Invoice	FUEL/PW	02/01/2021	03/08/2021	51.45	101-43100-212
03/04/2021	5773659	1	Invoice	FUEL/PW	02/17/2021	03/08/2021	56.80	101-43100-212
03/04/2021	5773664	1	Invoice	FUEL/PW	02/17/2021	03/08/2021	6.47	101-43100-212
03/04/2021	5773665	1	Invoice	FUEL/PW	02/17/2021	03/08/2021	19.07	101-43100-212
02/09/2021	768166	1	Invoice	CAR WASHES/PD	01/31/2021	02/10/2021	22.53	101-42100-221
03/09/2021	768193	1	Invoice	CAR WASHES/PD	02/28/2021	03/08/2021	45.06	101-42100-221
Total 160 LYONS OIL MINI MART:							387.89	
106755 MA'S CAFE								
02/23/2021	2/27/21 GOA	1	Invoice	BREAKFAST FOR GOAL SETTING SESSION	02/26/2021	02/26/2021	297.75	101-41110-437
Total 106755 MA'S CAFE:							297.75	
137 MCFOA								
02/05/2021	02/05/21 INV	1	Invoice	MEMBERSHIP K. HALL	02/05/2021	02/10/2021	45.00	101-41500-433
Total 137 MCFOA:							45.00	
106690 McGRAW, ANDREA								
03/11/2021	2102-519300	1	Invoice	PAINT FOR DOORS & TRIM/PD	02/19/2021	03/16/2021	41.99	101-42100-437
03/09/2021	2199415245	1	Invoice	UNIFORM/CLOTHING	02/24/2021	03/08/2021	145.49	101-42100-417
03/11/2021	353829741	1	Invoice	COSTCO EVIDENCE ROOM FRIDGE/FREEZE	02/26/2021	03/16/2021	189.99	101-42100-221
03/09/2021	EXPR461509	1	Invoice	UNIFORM/CLOTHING	02/23/2021	03/08/2021	110.00	101-42100-417
03/09/2021	US-0438126	1	Invoice	UNIFORM/CLOTHING	02/24/2021	03/08/2021	144.00	101-42100-417</

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
106592 MCKELLIPS, JORDAN								
02/19/2021	112-6082506	1	Invoice	2 SECURITY CAMERAS/PD	02/10/2021	02/19/2021	214.72	101-42100-438
Total 106592 MCKELLIPS, JORDAN:							214.72	
175 MICHAEL'S TIRE & AUTO								
03/02/2021	129002	1	Invoice	KEROSENE/PW	02/12/2021	03/08/2021	49.00	101-43100-212
03/09/2021	129010	1	Invoice	OIL CHANGE, FLUIDS/PD	02/26/2021	03/08/2021	56.10	101-42100-221
Total 175 MICHAEL'S TIRE & AUTO:							105.10	
106719 MIDWEST TAPE								
02/17/2021	INVOICE 500	1	Invoice	BOOKS/LIBRARY	02/16/2021	02/19/2021	39.99	211-45500-592
02/17/2021	INVOICE 999	1	Invoice	BOOKS/LIBRARY	02/16/2021	02/19/2021	94.97	211-45500-592
02/17/2021	STATEMENT	1	Invoice	BOOKS/LIBRARY	02/16/2021	02/19/2021	466.61	211-45500-592
Total 106719 MIDWEST TAPE:							601.57	
190 MINNESOTA RURAL WATER ASSOC								
02/23/2021	2-18-21 INV	1	Invoice	C&D WATER EXAM REFRESHER/M.ELLINGS	02/18/2021	02/26/2021	255.00	601-49400-331
Total 190 MINNESOTA RURAL WATER ASSOC:							255.00	
104410 MN DEPARTMENT OF HEALTH								
02/22/2021	02-22-21	1	Invoice	WATER SUPPLY SYSTEM OPERATOR CLASS	02/22/2021	02/22/2021	32.00	601-49400-331
02/05/2021	1ST QTR 20	1	Invoice	WATER CONNECT FEES	02/05/2021	02/10/2021	3,081.00	601-49400-310
Total 104410 MN DEPARTMENT OF HEALTH:							3,113.00	
223 MN ENERGY RESOURCES CORP.								
03/02/2021	0503043614	1	Invoice	GAS UTILITY/SEWER	02/24/2021	03/08/2021	22.66	602-49450-383
03/01/2021	0503078391	1	Invoice	GAS UTILITY/FIRE HALL	02/24/2021	03/08/2021	565.90	101-42200-383
02/05/2021	0503078391-	1	Invoice	GAS UTILITY/FIRE HALL	01/27/2021	02/10/2021	498.08	101-42200-383
03/04/2021	0503494971	1	Invoice	GAS UTILITY/PARKS	02/26/2021	03/08/2021	105.98	225-45200-383
03/01/2021	0505377887	1	Invoice	GAS UTILITY/COUNCIL	02/24/2021	03/08/2021	98.60	101-41110-383
03/01/2021	0505377887	2	Invoice	GAS UTILITY/ADMIN	02/24/2021	03/08/2021	98.60	101-41500-383
03/01/2021	0505377887	3	Invoice	GAS UTILITY/PD	02/24/2021	03/08/2021	98.61	101-42100-383
02/05/2021	0505377887-	1	Invoice	GAS UTILITY/COUNCIL	01/27/2021	02/10/2021	110.04	101-41110-383
02/05/2021	0505377887-	2	Invoice	GAS UTILITY/ADMIN	01/27/2021	02/10/2021	110.04	101-41500-383
02/05/2021	0505377887-	3	Invoice	GAS UTILITY/PD	01/27/2021	02/10/2021	110.03	101-42100-383
03/04/2021	0506816622	1	Invoice	GAS UTILITY/SEWER	02/26/2021	03/08/2021	13.23	602-49450-383
03/02/2021	0506912263	1	Invoice	GAS UTILITY/PUBLIC WORKS	02/25/2021	03/08/2021	562.97	101-43100-383
03/03/2021	0507609025	1	Invoice	GAS UTILITY/LIBRARY	02/24/2021	03/08/2021	243.04	211-45500-383
Total 223 MN ENERGY RESOURCES CORP.:							2,637.78	
607 MN STATE FIRE CHIEF ASSN.								
03/03/2021	2083	1	Invoice	MEMBERSHIP/FIRE DEPT.	12/02/2020	03/08/2021	280.00	101-42200-433
Total 607 MN STATE FIRE CHIEF ASSN.:							280.00	
106753 MyRecDept.Com								
02/23/2021	03215220S	1	Invoice	RECREATION SOFTWARE 2021/POOL	02/16/2021	02/26/2021	2,995.00	225-45128-309
Total 106753 MyRecDept.Com:							2,995.00	
106434 PENWORTHY COMPANY								
02/17/2021	0569060-IN	1	Invoice	BOOKS/LIBRARY	02/16/2021	02/19/2021	825.05	211-45500-592

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106434 PENWORTHY COMPANY:							825.05	
106161 PEOPLE'S ENERGY COOPERATIVE								
02/18/2021	2643900 FE	1	Invoice	ELEC WELL #3	02/05/2021	02/19/2021	1,499.00	601-49400-381
02/18/2021	2647400 FE	1	Invoice	ELEC SKATING RINK	02/05/2021	02/19/2021	122.00	225-45127-381
02/18/2021	2658900 FE	1	Invoice	ELEC POOL	02/05/2021	02/19/2021	76.00	225-45128-381
02/18/2021	2706100 FE	1	Invoice	ELEC NE LIFT STATION	02/05/2021	02/19/2021	277.00	602-49450-381
02/18/2021	2709900 FE	1	Invoice	ELEC W BROADWAY	02/05/2021	02/19/2021	10.00	101-42500-381
02/18/2021	2714900 FE	1	Invoice	ELEC STREET LIGHTS	02/05/2021	02/19/2021	2,682.00	101-43100-381
02/18/2021	2738000 FE	1	Invoice	ELEC WELL #2	02/05/2021	02/19/2021	1,645.00	601-49400-381
02/18/2021	2739100 FE	1	Invoice	ELEC PW BUILDING	02/05/2021	02/19/2021	305.00	101-43100-381
02/18/2021	2747700 FE	1	Invoice	ELEC SW SIREN	02/05/2021	02/19/2021	49.00	101-42500-381
02/18/2021	2764400 FE	1	Invoice	ELEC NW LIFT STATION	02/05/2021	02/19/2021	389.00	602-49450-381
02/18/2021	2767800 FE	1	Invoice	ELEC CEMETERY FLAG LIGHT	02/05/2021	02/19/2021	37.00	235-49010-381
02/18/2021	2777600 FE	1	Invoice	ELEC LIBRARY	02/05/2021	02/19/2021	285.00	211-45500-381
02/18/2021	3036800 FE	1	Invoice	ELEC FIRE DEPARTMENT	02/05/2021	02/19/2021	265.00	101-42200-381
02/18/2021	3038100 FE	1	Invoice	ELEC COUNCIL	02/05/2021	02/19/2021	114.67	101-41110-381
02/18/2021	3038100 FE	2	Invoice	ELEC ADMIN	02/05/2021	02/19/2021	114.66	101-41500-381
02/18/2021	3038100 FE	3	Invoice	ELEC PD	02/05/2021	02/19/2021	114.67	101-42100-381
02/18/2021	3041300 FE	1	Invoice	ELEC WEDGEWOOD PARK	02/05/2021	02/19/2021	34.00	225-45200-381
02/18/2021	3042300 FE	1	Invoice	ELEC WATER TOWER	02/05/2021	02/19/2021	258.00	601-49400-381
02/18/2021	3043900 FE	1	Invoice	ELEC BIKE TRAILHEAD	02/05/2021	02/19/2021	53.00	225-45200-381
02/18/2021	3274000 FE	1	Invoice	ELEC 6TH ST SW LIGHTS	02/05/2021	02/19/2021	77.43	101-43100-381
02/18/2021	3274100 FE	1	Invoice	ELEC 4TH ST SW LIGHTS	02/05/2021	02/19/2021	97.48	101-43100-381
02/18/2021	3274200 FE	1	Invoice	ELEC 2ND ST SW LIGHTS	02/05/2021	02/19/2021	72.13	101-43100-381
02/18/2021	3274300 FE	1	Invoice	ELEC 1ST ST SW LIGHTS	02/05/2021	02/19/2021	61.53	101-43100-381
Total 106161 PEOPLE'S ENERGY COOPERATIVE:							8,638.57	
651 PITNEY BOWES GLOBAL FINANCIAL SERV.								
02/05/2021	3104500339	1	Invoice	LEASE POSTAGE MACHINE	01/18/2021	02/05/2021	141.36	101-41500-401
Total 651 PITNEY BOWES GLOBAL FINANCIAL SERV.:							141.36	
105004 PK MEYER BUILDERS, INC.								
02/12/2021	FEB 2021	1	Invoice	FEB 2021 TIF PAYMENT	02/12/2021	02/12/2021	146.00	505-46500-439
02/19/2021	PL20-156 RE	1	Invoice	REFUND DEPOSIT	02/11/2021	02/19/2021	100.00	101-41500-32210
03/01/2021	PL20-36 REF	1	Invoice	REFUND DEPOSIT WATER	02/26/2021	03/08/2021	500.00	601-49400-229
03/01/2021	PL20-36 REF	2	Invoice	REFUND DEPOSIT SEWER	02/26/2021	03/08/2021	500.00	602-49450-229
03/01/2021	PL21-02 REF	1	Invoice	REFUND DEPOSIT	02/26/2021	03/08/2021	100.00	101-41500-32210
Total 105004 PK MEYER BUILDERS, INC.:							1,346.00	
76 PLAINVIEW EDA								
02/17/2021	MARCH 21	1	Invoice	MARCH 2021 CONTRIBUTION	02/12/2021	02/17/2021	3,750.00	101-46500-491
Total 76 PLAINVIEW EDA:							3,750.00	
105272 PLAINVIEW LAWN & SNOW								
03/02/2021	9017	1	Invoice	OPEN & CLOSE/E. FERK	02/24/2021	03/08/2021	335.00	235-49010-401
Total 105272 PLAINVIEW LAWN & SNOW:							335.00	
239 PLAINVIEW NEWS								
02/05/2021	66896	1	Invoice	ADVERTISE/PUBLIC HEARING	01/07/2021	02/10/2021	127.50	101-41500-343
02/05/2021	67023	1	Invoice	ADVERTISE/SUMM OF ORD 2021-01	01/21/2021	02/10/2021	44.82	101-41500-343
02/05/2021	67023	2	Invoice	ADVERTISE/PUBLIC HEARING	01/21/2021	02/10/2021	102.00	101-41500-343

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
02/05/2021	67092	1	Invoice	ADVERTISE/PUBLIC HEARING	01/28/2021	02/10/2021	102.00	101-41500-343
03/11/2021	67186	1	Invoice	ADVERTISE/SUMMER JOBS-PLV POOL	02/09/2021	03/16/2021	47.70	225-45128-343
03/11/2021	67221	1	Invoice	ADVERTISE/SUMMER JOBS-PLV POOL	02/11/2021	03/16/2021	47.70	225-45128-343
03/11/2021	67256	1	Invoice	ADVERTISE/SUMMER JOBS-PLV POOL	02/16/2021	03/16/2021	47.70	225-45128-343
03/11/2021	67288	1	Invoice	ADVERTISE/SUMMER JOBS-PLV POOL	02/18/2021	03/16/2021	47.70	225-45128-343
03/11/2021	67377	1	Invoice	ADVERTISE/PUBLIC NOTICE-MARSHMAN	02/25/2021	03/16/2021	94.80	101-41500-343
Total 239 PLAINVIEW NEWS:							661.92	
238 PLAINVIEW PARTS HOUSE								
02/09/2021	646656	1	Invoice	SUPPLY-OIL DRY/PW	01/07/2021	02/10/2021	26.13	101-43100-217
02/09/2021	646667	1	Invoice	ADAPTERS/PW	01/07/2021	02/10/2021	5.06	101-43100-221
02/09/2021	646965	1	Invoice	COUPLER & ADAPTER/PW	01/12/2021	02/10/2021	14.15	101-43100-217
02/09/2021	647040	1	Invoice	FILTERS, HOSE/PW	01/13/2021	02/10/2021	114.34	101-43100-221
02/09/2021	647134	1	Invoice	SNAP RING, CLEANER, LUBE/PW	01/14/2021	02/10/2021	14.79	101-43100-217
02/09/2021	647260	1	Invoice	OIL/PD	01/16/2021	02/10/2021	21.43	101-42100-221
02/09/2021	647411	1	Invoice	WIPES/PD	01/19/2021	02/10/2021	9.06	101-42100-221
02/09/2021	647502	1	Invoice	FILTERS, DISPOSABLE GLOVES/PW	01/20/2021	02/10/2021	116.08	101-43100-221
02/09/2021	647679	1	Invoice	FUEL SUPPLIES/PW	01/22/2021	02/10/2021	25.19	101-43100-212
03/11/2021	648686	1	Invoice	SOCKET, DISPOSABLE GLOVES/PW	02/08/2021	03/16/2021	31.91	101-43100-217
03/11/2021	648836	1	Invoice	GEAR OIL/PW	02/10/2021	03/16/2021	10.54	101-43100-221
03/11/2021	648971	1	Invoice	OIL FILTER/PW	02/12/2021	03/16/2021	6.32	101-43100-221
03/11/2021	649230	1	Invoice	OIL, FILTER/PW	02/16/2021	03/16/2021	18.76	101-43100-221
03/11/2021	649446	1	Invoice	OIL FILTER/SNOW	02/19/2021	03/16/2021	8.10	101-43125-221
03/09/2021	649618	1	Invoice	OIL/PD	02/23/2021	03/08/2021	55.20	101-42100-221
Total 238 PLAINVIEW PARTS HOUSE:							477.06	
240 PLAINVIEW POSTMASTER								
03/02/2021	MARCH 202	1	Invoice	UTILITY BILLING	03/02/2021	03/02/2021	180.26	601-49400-201
03/02/2021	MARCH 202	2	Invoice	UTILITY BILLING	03/02/2021	03/02/2021	180.27	602-49450-201
Total 240 PLAINVIEW POSTMASTER:							360.53	
231 PLAINVIEW-ELGIN SANITARY SEWER								
02/05/2021	4TH QTR 20	1	Invoice	SEWER CHARGES-4TH QUARTER 2020	12/31/2020	02/05/2021	192,010.59	602-49450-385
Total 231 PLAINVIEW-ELGIN SANITARY SEWER:							192,010.59	
106754 POWERS, BRANDON								
02/23/2021	PL20-136 RE	1	Invoice	REFUND DEPOSIT	02/22/2021	02/26/2021	100.00	101-41500-32210
Total 106754 POWERS, BRANDON:							100.00	
105350 PRO HYDRO-TESTING LLC								
02/05/2021	103714	1	Invoice	TESTING SCBA CYLINDERS	02/02/2021	02/10/2021	364.00	101-42200-221
Total 105350 PRO HYDRO-TESTING LLC:							364.00	
741 QUILL CORPORATION								
02/09/2021	13779554	1	Invoice	SUPPLIES/ADMIN	01/13/2021	02/10/2021	90.78	101-41500-201
02/09/2021	13821940	1	Invoice	SUPPLIES/ADMIN	01/14/2021	02/10/2021	49.99	101-41500-201
02/18/2021	94685703	1	Invoice	SUPPLIES/ADMIN	02/17/2021	02/19/2021	86.05	101-41500-201
Total 741 QUILL CORPORATION:							226.82	
106572 RADIO TIME BILLING								
02/26/2021	092021-10	1	Invoice	PUBLIC SAFETY ADVERTISING	02/26/2021	02/26/2021	237.00	101-41500-343

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106572 RADIO TIME BILLING:							237.00	
105845 RAHMAN HEATING, AC &								
02/08/2021	8414	1	Invoice	MONTHLY COMFORT CLUB/PW	02/03/2021	02/10/2021	49.00	101-43100-223
02/08/2021	8414	2	Invoice	MONTHLY COMFORT CLUB/CITY HALL	02/03/2021	02/10/2021	28.00	101-41500-223
02/08/2021	8414	3	Invoice	MONTHLY COMFORT/POOL	02/03/2021	02/10/2021	28.00	225-45128-223
02/08/2021	8414	4	Invoice	MONTHLY COMFORT/EASTWOOD PARK	02/03/2021	02/10/2021	7.00	225-45200-223
02/08/2021	8414	5	Invoice	MONTHLY COMFORT CLUB/FIRE HALL	02/03/2021	02/10/2021	42.00	101-42200-223
02/08/2021	8414	6	Invoice	MONTHLY COMFORT CLUB/AMBULANCE BU	02/03/2021	02/10/2021	35.00	230-49020-223
02/08/2021	8414	7	Invoice	MONTHLY COMFORT CLUB/LIBRARY	02/03/2021	02/10/2021	42.00	211-45500-223
02/08/2021	8415	1	Invoice	MONTHLY COMFORT CLUB/PW	02/03/2021	02/10/2021	49.00	101-43100-223
02/08/2021	8415	2	Invoice	MONTHLY COMFORT CLUB/CITY HALL	02/03/2021	02/10/2021	28.00	101-41500-223
02/08/2021	8415	3	Invoice	MONTHLY COMFORT/POOL	02/03/2021	02/10/2021	28.00	225-45128-223
02/08/2021	8415	4	Invoice	MONTHLY COMFORT/EASTWOOD PARK	02/03/2021	02/10/2021	7.00	225-45200-223
02/08/2021	8415	5	Invoice	MONTHLY COMFORT CLUB/FIRE HALL	02/03/2021	02/10/2021	42.00	101-42200-223
02/08/2021	8415	6	Invoice	MONTHLY COMFORT CLUB/AMBULANCE BU	02/03/2021	02/10/2021	35.00	230-49020-223
02/08/2021	8415	7	Invoice	MONTHLY COMFORT CLUB/LIBRARY	02/03/2021	02/10/2021	42.00	211-45500-223
02/05/2021	I-11585-1	1	Invoice	WATER HEATER REPAIR/CITY HALL	01/20/2021	02/05/2021	312.46	101-41500-223
02/19/2021	I-9261-1	1	Invoice	MONTHLY COMFORT CLUB/AMBULANCE BU	02/04/2021	02/19/2021	120.00	101-41500-227
Total 105845 RAHMAN HEATING, AC &:							894.46	
106723 S&R STAINLESS & REPAIR INC.								
03/01/2021	54269	1	Invoice	RURAL FIRE-HOSE/NOZZLE	02/22/2021	03/08/2021	1,484.62	245-42200-221
Total 106723 S&R STAINLESS & REPAIR INC.:							1,484.62	
268 SELCO								
02/17/2021	48667	1	Invoice	BASIC TECH FEES/PC SUPPORT/MAILERS	02/16/2021	02/19/2021	861.32	211-45500-418
Total 268 SELCO:							861.32	
104639 SOMA CONSTRUCTION INC.								
03/04/2021	19620	1	Invoice	7TH ST & 3RD AVE NW WATER REPAIR	02/25/2021	03/08/2021	4,450.13	601-49400-228
Total 104639 SOMA CONSTRUCTION INC.:							4,450.13	
716 THREE RIVERS COMMUNITY ACTION								
03/01/2021	FEBRUARY	1	Invoice	FEB. TRANSIT BUS FEES	02/28/2021	03/08/2021	512.75	101-41500-317
Total 716 THREE RIVERS COMMUNITY ACTION:							512.75	
106212 TLOUGAN TRUCK REPAIR								
02/09/2021	2149	1	Invoice	TRUCKS DOT INSPECTION/PW	02/03/2021	02/10/2021	100.00	101-43100-221
02/09/2021	2149	2	Invoice	TRUCKS DOT INSPECTION/SNOW	02/03/2021	02/10/2021	200.00	101-43125-221
02/09/2021	2149	3	Invoice	DOT INSPECTION/RURAL FIRE TRUCK	02/03/2021	02/10/2021	100.00	245-42200-221
Total 106212 TLOUGAN TRUCK REPAIR:							400.00	
104900 TOMS LAWN & CLEANING SERVICE								
03/03/2021	5484	1	Invoice	FEBRUARY CLEANING/LIBRARY	02/28/2021	03/08/2021	760.00	211-45500-401
Total 104900 TOMS LAWN & CLEANING SERVICE:							760.00	
106752 TURRI CRANE SERVICE, INC								
02/19/2021	2/17/21	1	Invoice	CRANE TO SET COLUMBARIUM	02/17/2021	02/19/2021	575.00	240-49015-590

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
Total 106752 TURRI CRANE SERVICE, INC:							575.00	
105796 US BANK EQUIPMENT FINANCE								
02/09/2021	434791729	1	Invoice	COPIER/LIBRARY	01/28/2021	02/10/2021	92.55	211-45500-201
03/03/2021	437160906	1	Invoice	COPIER/LIBRARY	02/25/2021	03/08/2021	92.55	211-45500-201
Total 105796 US BANK EQUIPMENT FINANCE:							185.10	
105461 VISA/TCM BANK N.A.								
02/17/2021	#0165 FEBR	1	Invoice	AMAZON-BOOKS & OFFICE SUPPLIES	02/02/2021	02/17/2021	178.54	211-45500-201
03/10/2021	#0165 MARC	1	Invoice	AMAZON-BOOKS & OFFICE SUPPLIES	03/02/2021	03/10/2021	59.20	211-45500-592
03/10/2021	#0165 MARC	2	Invoice	OVERDRIVE/LIBRARY	03/02/2021	03/10/2021	64.99	211-45500-592
02/10/2021	#6154 FEBR	1	Invoice	FLEET FARM/V.WELCH UNIFORM	02/02/2021	02/10/2021	159.99	101-43100-417
02/10/2021	#6154 FEBR	2	Invoice	USPS/WATER	02/02/2021	02/10/2021	4.80	601-49400-201
02/10/2021	#6154 FEBR	3	Invoice	OLMSTED COUNTY HAZARDOUS WASTE/DI	02/02/2021	02/10/2021	44.00	101-41500-223
03/10/2021	#6154 MARC	1	Invoice	VIKING ELECTRIC/FIRE DEPT	03/02/2021	03/10/2021	736.29	101-42200-223
03/10/2021	#6154 MARC	2	Invoice	VIKING ELECTRIC-CREDIT FOR SALES TAX/	03/02/2021	03/10/2021	55.33-	101-42200-223
03/10/2021	#6154 MARC	3	Invoice	MENARDS-PISTOL AIR BLOW GUN/PW	03/02/2021	03/10/2021	5.99	101-43100-217
03/10/2021	#6154 MARC	4	Invoice	HOME DEPOT-CLEANING SUPPLY/CITY HAL	03/02/2021	03/10/2021	64.97	101-41500-211
03/10/2021	#6154 MARC	5	Invoice	HOME DEPOT-SUPPLIES/PW	03/02/2021	03/10/2021	80.91	101-43100-217
03/10/2021	#6154 MARC	6	Invoice	MENARDS-SUPPLIES/PW	03/02/2021	03/10/2021	86.03	101-43100-217
03/10/2021	#6188 MARC	1	Invoice	LKQ THOMPSON MOTORS/PW	03/02/2021	03/10/2021	605.00	101-43100-221
03/10/2021	#6188 MARC	2	Invoice	LKQ THOMPSON MOTORS-CREDIT/PW	03/02/2021	03/10/2021	295.00-	101-43100-221
02/10/2021	#6196 FEBR	1	Invoice	MENARDS LIGHTBULBS/LIBRARY	02/02/2021	02/10/2021	79.90	211-45500-223
02/10/2021	#6196 FEBR	2	Invoice	MENARDS SUPPLIES/PW	02/02/2021	02/10/2021	11.90	101-43100-217
02/10/2021	#6196 FEBR	3	Invoice	BOBCAT OF ROCHESTER/MIRROR, SIDE HE	02/02/2021	02/10/2021	88.52	225-45200-221
03/10/2021	#6196 MARC	1	Invoice	CSPS INDUSTRIES-TOOL BOX SHOP PARTS/	03/02/2021	03/10/2021	40.00	101-43100-217
02/17/2021	#6360 FEBR	1	Invoice	APPLE.COM/PD	02/02/2021	02/17/2021	.99	101-42100-321
02/17/2021	#6360 FEBR	2	Invoice	BROWNELLS/PD	02/02/2021	02/17/2021	223.48	101-42100-418
02/17/2021	#6360 FEBR	3	Invoice	AMAZON-WHITEBOARD & CORKBOARD/PD	02/02/2021	02/17/2021	64.41	101-42100-201
02/17/2021	#6360 FEBR	4	Invoice	AMAZON-TZD FRAME/PD	02/02/2021	02/17/2021	25.72	101-42100-201
02/17/2021	#6360 FEBR	5	Invoice	AMAZON-CHIEF DOOR NAME PLATE/PD	02/02/2021	02/17/2021	12.98	101-42100-201
02/17/2021	#6360 FEBR	6	Invoice	AMAZON-CHIEF DOOR INBOX/PD	02/02/2021	02/17/2021	9.65	101-42100-201
02/17/2021	#6360 FEBR	7	Invoice	HOSTGATOR-WEEBLY CLOUD PRO/PD	02/02/2021	02/17/2021	8.99	101-42100-321
02/10/2021	#6451 FEBR	1	Invoice	BEST BUY-SMALL PRINTER/ADMIN	02/02/2021	02/10/2021	214.74	101-41500-217
02/10/2021	#6451 FEBR	2	Invoice	BEST BUY-MONITOR/ADMIN	02/02/2021	02/10/2021	118.10	101-41500-217
03/10/2021	#6451 MARC	1	Invoice	USPS/ADMIN	03/02/2021	03/10/2021	52.40	101-41500-322
02/17/2021	#6592 FEBR	1	Invoice	KBS-PAINT & BRUSHES/PD	02/02/2021	02/17/2021	64.18	101-42100-437
02/17/2021	#6592 FEBR	2	Invoice	USPS-PKG TURNED INTO PD & VISION GOG	02/02/2021	02/17/2021	29.60	101-42100-437
02/17/2021	#6592 FEBR	3	Invoice	INTOXIMETERS-MOUTHPIECE/PD	02/02/2021	02/17/2021	42.95	101-42100-221
02/17/2021	#6592 FEBR	4	Invoice	MICROSOFT-VIDEO PLAYER UPDATE/B.MILL	02/02/2021	02/17/2021	1.06	101-42100-309
02/17/2021	#6592 FEBR	5	Invoice	LATE FEE	02/02/2021	02/17/2021	40.00	101-42100-437
02/17/2021	#6592 FEBR	6	Invoice	FINANCE CHARGES	02/02/2021	02/17/2021	28.04	101-42100-437
03/10/2021	#6592 MARC	1	Invoice	VISTAPRINT/A. STONING BUSINESS CARDS	03/02/2021	03/10/2021	27.27	101-42100-201
03/10/2021	#6592 MARC	2	Invoice	USPS CLICK-N-SHIP/PD	03/02/2021	03/10/2021	16.90	101-42100-437
03/10/2021	#6592 MARC	3	Invoice	AMAZON - OFFICE SUPPLIES/PD	03/02/2021	03/10/2021	21.10	101-42100-201
03/10/2021	#6592 MARC	4	Invoice	APPLE.COM/PD	03/02/2021	03/10/2021	.99	101-42100-321
03/10/2021	#6592 MARC	5	Invoice	HOSTGATOR/PD	03/02/2021	03/10/2021	190.80	101-42100-309
03/10/2021	#6592 MARC	6	Invoice	HOSTGATOR-WEEBLY-CLOUD PRO/PD	03/02/2021	03/10/2021	8.99	101-42100-321
03/10/2021	#6592 MARC	7	Invoice	LATE FEE	03/02/2021	03/10/2021	40.00	101-42100-437
03/10/2021	#6592 MARC	8	Invoice	FINANCE CHARGES	03/02/2021	03/10/2021	32.17	101-42100-437
03/10/2021	#6634 MARC	1	Invoice	DUNGAREES/B. FLIES UNIFORM	03/02/2021	03/10/2021	119.97	601-49400-417
02/10/2021	#6840 FEBR	1	Invoice	COSTCO-CLEANING SUPPLIES/ADMIN	02/02/2021	02/10/2021	70.98	101-41500-211
02/10/2021	#6840 FEBR	2	Invoice	VISTAPRINT-SIGNATURE STAMP/COUNCIL	02/02/2021	02/10/2021	12.61	101-41110-201
02/10/2021	#6840 FEBR	3	Invoice	VISTAPRINT-SIGNATURE STAMP/ADMIN	02/02/2021	02/10/2021	12.60	101-41500-201
02/10/2021	#6840 FEBR	4	Invoice	MN DEPT OF LABOR-BUILDING PERMITS/AD	02/02/2021	02/10/2021	52.25	101-41500-316
03/10/2021	#6840 MARC	1	Invoice	ADOBE ACROPRO/C. KUJATH	03/02/2021	03/10/2021	16.10	101-41500-433

Input Date	Invoice	Seq	Type	Description	Invoice Date	Due Date	Total Cost	GL Account
03/10/2021	#6840 MARC	2	Invoice	ZOOM/C. KUJATH	03/02/2021	03/10/2021	149.90	101-41500-309
03/10/2021	#6840 MARC	3	Invoice	BENNETT'S FOOD CENTER/SUPPLIES FOR	03/02/2021	03/10/2021	22.38	101-41500-211
02/10/2021	#6923 FEBR	1	Invoice	MN DEPT OF LABOR-BUILDING PERMITS/AD	02/02/2021	02/10/2021	611.28	101-41500-316
03/10/2021	#6998 MARC	1	Invoice	GALLS/B. MILLER	03/02/2021	03/10/2021	395.45	101-42100-417
03/10/2021	#6998 MARC	2	Invoice	MADISON LIQUIDATORS/B. MILLER DESK	03/02/2021	03/10/2021	655.34	101-42100-201
Total 105461 VISA/TCM BANK N.A.:							5,355.07	
307 WABASHA COUNTY AUDITOR/TREAS.								
02/05/2021	11208	1	Invoice	2021 TIF MAINTENANCE	01/11/2021	02/05/2021	280.00	101-41500-310
02/25/2021	11235	1	Invoice	BALLOT MACHINE MAINTENANCE	02/22/2021	02/26/2021	455.00	101-41410-437
03/09/2021	3/4/21 STAT	1	Invoice	MARCH 2021 LEGAL SERVICES CONTRACT	03/04/2021	03/08/2021	1,800.00	101-42100-304
Total 307 WABASHA COUNTY AUDITOR/TREAS.:							2,535.00	
104759 WABASHA COUNTY RECORDER								
02/18/2021	RES 2021-02	1	Invoice	FILING FEE PRELIM PLAT OH 7TH/RES 21-02	02/18/2021	02/18/2021	46.00	101-41500-310
03/01/2021	RES 2021-03	1	Invoice	FILING FEE PRELIM PLAT MARSHMAN ADD/	03/01/2021	03/02/2021	46.00	101-41500-310
02/18/2021	RES 21-03 M	1	Invoice	FILING FEE PRELIM PLAT MARSHMAN ADD/	02/18/2021	02/18/2021	46.00	101-41500-310
Total 104759 WABASHA COUNTY RECORDER:							138.00	
106269 WATER SYSTEMS COMPANY								
02/25/2021	867286	1	Invoice	WATER/CITY HALL	02/25/2021	02/26/2021	62.00	101-41500-401
Total 106269 WATER SYSTEMS COMPANY:							62.00	
105600 WEX BANK								
03/09/2021	70555961	1	Invoice	FUEL/POLICE DEPT.	02/28/2021	03/08/2021	1,196.25	101-42100-212
Total 105600 WEX BANK:							1,196.25	
106606 XTREAM MACHINE SOLUTIONS LLC								
03/11/2021	1535	1	Invoice	PARTS SNOW	01/22/2021	03/11/2021	271.02	101-43125-221
03/11/2021	1553	1	Invoice	PARTS SNOW	03/01/2021	03/11/2021	145.25	101-43125-221
Total 106606 XTREAM MACHINE SOLUTIONS LLC:							416.27	
324 ZARNOTH BRUSH WORKS INC.								
02/18/2021	0183251-IN	1	Invoice	CHAIN COVER	02/02/2021	02/19/2021	149.00	101-43100-221
Total 324 ZARNOTH BRUSH WORKS INC.:							149.00	
Grand Totals:							388,776.21	

Report GL Period Summary

GL Period	Amount
03/21	62,482.11
02/21	126,212.42
12/20	192,610.59
01/21	7,471.09
Grand Totals:	388,776.21

Vendor number hash: 15614218

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Vendor number hash - split:	25769213		
Total number of invoices:	262		
Total number of transactions:	370		
Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	388,776.21	.00	388,776.21
Grand Totals:	388,776.21	.00	388,776.21

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM: Permits/Licenses/Donations	AGENDA SECTION: Consent
PREPARED BY: Carol Kujath, City Clerk	AGENDA NO. 6.C.
ATTACHMENTS: None	APPROVED BY:
RECOMMENDED ACTION: Motion to approve Temporary On-Sale Liquor License for St. Joachim Church on 9/25/21 – 9/26/21. Motion to approve Loudspeaker Permit for St. Joachim Church on 9/25/21 – 9/26/21. Motion to approve the renewal of Off-Sale, 3.2% Liquor License to Kwik Trip, Inc. for the period April 6,2021 to April 6,2022. Motion to approve the renewal of Off-Sale, 3.2% Liquor License to Lyons Oil Company for the period April 6,2021 to April 6,2022.	

SUMMARY

St. Joachim's Catholic Church has applied for a Temporary On-Sale Liquor License and Loudspeaker permit for their annual Fall Festival, which will take place September 25 through the 26, 2021.

The following companies have submitted the required application, proof of insurance, and paid the appropriate license fees to the City of Plainview.

*Kwik Trip, Inc

*Lyons Oil Company

BUILDING PERMIT REPORT

March 2021

Permit Number & Applicant

PL20-156 PK Meyer Builders	515 7 th Ave NE – Basement Finish	Value: \$11,000.00 Total Fee: \$264.37 Permit Fee: \$78.10 Plan Check Fee: \$50.77 State Surcharge: \$5.50 Plumbing: \$30.00 Refundable Deposit: 100.00
PL20-157 Adam Maxwell	145 2 nd Ave NW – Deck/Bldg. Remodel	Value: \$46,000.00 Total Fee: \$581.21 Plan Check Fee: \$241.34 Permit Fee: \$156.87 State Surcharge: \$23.00 Plumbing: \$30.00 Mechanical: \$30.00 Refundable Deposit: \$100.00
PL21-01 Jason Hall/SEMMCHRA	707 1 st ST NW – AC Sleeve	Value: \$800.00 Total Fee: \$21.95 Permit Fee: \$13.06 Check Plan Fee: \$8.49 State Surcharge: \$0.40
PL21-02 PK Meyer Builders	630 7 th Ave NE – Finish Basement	Value: \$7,000.00 Total Fee: \$195.41 Permit Fee: \$55.70 Plan Check Fee: \$36.21 State Surcharge: \$3.50 Refundable Deposit: \$100.00
PL21-03 Haley Comfort Systems (Doris Lanning)	100 4 th Ave SW - Fireplace	Value: \$Non-given Total Fee: \$30.00 Permit Fee: \$29.00 State Surcharge: \$1.00
PL21-04 PEM Community Schools (Charlie Sweeney)	500 West Broadway – Building Remodel	Value: \$50,000.00 Total Fee: \$579.88 Permit Fee: \$257.50 Plan Check Fee: \$167.38 Mechanical: \$30.00 State Surcharge: \$25.00 Refundable Deposit: \$100.00
PL21-05 Haley Comfort Systems (Caroline Rother)	145 East Broadway - Furnace	Value: \$3,200.00 Total Fee: \$30.00 Permit Fee: \$29.00 State Surcharge: \$1.00

BUILDING PERMIT REPORT

March 2021

PL21-12 Plainview EDA	445 West Broadway – Remodel and Windows	Value: \$800.00 Total Fee: \$121.95 Permit Fee: \$13.06 Plan Check Fee: \$8.49 State Surcharge: \$0.40 Refundable Deposit: \$100.00
PL21-14 Greg Schneider	115 2 nd Ave SE – Deck/Concrete	Value: \$1,000.00 Total Fee: \$126.08 Permit Fee: \$15.50 Check Plan Fee: \$10.08 State Surcharge: \$0.50 Refundable Deposit: \$100.00
PL21-15 Brad Jech (Commercial Property)	510 1 st Ave SW – Remodel	Value: \$50,000.00 Total Fee: \$549.88 Permit Fee: \$257.50 Plan Check Fee: \$167.38 State Surcharge: \$25.00 Refundable Deposit: \$100.00
PL21-16 K&S Heating/Air (Kyle Petty)	130 8 th St. NE - Furnace	Value: \$Non-given Total Fee: \$30.00 Permit Fee: \$29.00 State Surcharge: \$1.00
PL21-17 Doug & Gloria Cavagnetto	245 5 th St. NW – Water Heater	Value: \$Non-given Total Fee: \$30.00 Permit Fee: \$29.00 State Surcharge: \$1.00
PL21-18 Delmar Becker	640 East Broadway – Water Heater	Value: \$Non-given Total Fee: \$30.00 Permit Fee: \$29.00 State Surcharge: \$1.00
PL21-19 Priority Construction (Jamie Groebner)	125 7 th Ave SE - Reroof	Value: \$13,000.00 Total Fee: \$55.00 Permit Fee: \$54.00 State Surcharge: \$1.00
PL21-20 Zachary Pierce	540 2 nd Ave NW - Remodel	Value: \$1500.00 Total Fee: \$176.71 Permit Fee: \$27.70 Plan Check Fee: \$18.01 State Surcharge: \$1.00 Plumbing Fee: \$30.00 Refundable Deposit: \$100.00

BUILDING PERMIT REPORT

March 2021

PL21-21	240 West Broadway – Roof Top	Value:	\$6,500.00
Haley Comfort Systems	Unit Furnace/AC	Total Fee:	\$30.00
(Conservation Partners)		Permit Fee:	\$29.00
		State Surcharge:	\$1.00

PL21-22	35 3 rd St SE - Reside	Value:	\$1,500.00
Building Design Systems		Total Fee:	\$55.00
Lucas Marshman		Permit Fee:	\$54.00
(Brittany Tuuk)		State Surcharge:	\$1.00

PL21-MISC	330 7 th St SW - Fence	Value:	\$2,451.00
Drew Pelky		Total Fee:	\$20.00

PL21-23	520 6 th St SW - Reside	Value:	\$17,000.00
Julie Hoffman		Total Fee:	\$55.00
		Permit Fee:	\$54.00
		State Surcharge:	\$1.00

PL 21-24	340 4 th Ave SE - Reroof	Value:	\$21,937.00
Ryan Windows & Siding		Total Fee:	\$55.00
(Bob & Cheryl Endres)		Permit Fee:	\$54.00
		State Surcharge:	\$1.00

PL20-98	250 7 th Ave SE- Revised Permit	Revised Fee Owed:	\$88.86
Greg Speedling Contracting		Revised Permit Fee:	\$22.40
		Revised Plan Check:	\$14.56
		Revised State	
		Surcharge:	\$5.00
		Revision Fee:	\$46.90

PL21-25	540 2 nd St SE – Reroof & Reside	Value:	\$14,000.00
All Craft Exteriors		Total Fee:	\$55.00
(Carol Graner)		Permit Fee:	\$54.00
		State Surcharge:	\$1.00

PL		Value:	\$
		Total Fee:	
		Permit Fee:	

PL		Value:	\$
		Total Fee:	
		Permit Fee:	
		State Surcharge:	

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM:	Dept. Head Reports & Board Minutes	AGENDA SECTION:	Consent
PREPARED BY:		AGENDA NO.	6.D.
ATTACHMENTS:	Department Head Reports	APPROVED BY:	D.T.
RECOMMENDED ACTION: Motion to accept Department reports.			

MONTHLY REPORT OF FINANCE DIRECTOR

February, 2021

Routine Work/General Items

- Processed bi-weekly payroll and all duties related to payroll, benefits and personnel administration.
- Liability & Work Comp and Unemployment Insurance Claims
- Provide financial information and assistance as needed to departments
- Provide software support for financial/utility billing system
- Journal Entries to record payments, receipts, adjustments
- Code invoices for payment
- Dept. Budget Reports
- Investments Redeemed/Purchased
- Assist in front office as needed
- Bank recs and account reconciliations/fund cash balances and cash allocations
- Provide assistance/information to Judith Jordan/EDA
- Assist City Administrator

Activities

- Utility Billing-New & Terminated Services, Customer Inquiries, Monthly Billing Process
- Start prep/software setup for water meter changeout program starting in 2021
- Continued work to finalize liquor store fund
- 2020 – Finish Year End Accounts Payable Process
- 2020 – Working on General Ledger Year End Process
- Start 2020 Audit Prep – Field Work is late April
- Annual Work Comp Audit
- Research Recreation Software – work with Pool Manager to choose a software and start working on the setup and implementation for the 2021 Pool Season
- Research mortgage issue/development agreement on East Winds Subdivision
- Assist Fire Chief – sale of rural fire truck/future equipment needs/coding bills
- Cabin Coffee TIF Payment
- Feb. 2021 Debt Payments

Projects

- Tap Grant Downtown Project, East Winds, 2020 Street Project, MnDOT Landscaping Project
- Future projects:
 - File/Organize Financial/Personnel Records
 - Update Chart of Accounts
 - Review utility billing, disconnect and write-off procedures/policies/clean-up utility billing A/R
 - Review bank accounts/rates at People's State Bank/Foresight
 - Review credit card provider/process-Look for new provider

Reports

- Monthly Department of Labor Report
- Monthly Sales Tax Report
- Annual PERA Exclusion Report
- Annual Fire State Aid Report

Training

Meetings

- Dept. head meetings/Council meetings/special meetings
- Strategic Planning Work Session with Council
- Meet with City Administrator on current issues and planning
- Meet with Mike Flaherty – East Winds
- Meetings with council members and staff regarding current issues
- Meet with three new council members on financial process orientation

Other Items of Interest

Submitted by Vicki Axley, Finance Director

Account Number	Account Title	2020 Prior year PRELIMINARY ACTUAL	2021 Current year Budget	2021 Current year Actual	2021 Current Year Budget Remaining
Council					
101-41110-103	Part-Time Employees	13,300.00	13,300.00	.00	13,300.00
101-41110-122	FICA	1,017.45	1,017.00	.00	1,017.00
101-41110-151	Worker s Comp Insurance Prem	64.45	84.00	56.37	27.63
101-41110-201	Office Supplies(paper-pens-et)	181.18	500.00	12.61	487.39
101-41110-221	Repair/Maint - Equipment	125.00	.00	.00	.00
101-41110-303	Engineering Fees	1,912.50	3,000.00	.00	3,000.00
101-41110-310	Other Professional Services	.00	4,000.00	.00	4,000.00
101-41110-322	Postage	105.24	100.00	.00	100.00
101-41110-331	Meetings-Conferences (mtgs/mi)	700.00	5,000.00	.00	5,000.00
101-41110-362	Property - Casualty Ins (Auto)	7,381.76	7,600.00	.00	7,600.00
101-41110-381	Electric Utilities	1,416.70	1,725.00	236.34	1,488.66
101-41110-383	Gas Utilities	722.10	1,000.00	110.04	889.96
101-41110-401	Contractual Services	3,600.00	7,200.00	1,200.00	6,000.00
101-41110-433	Dues and Subscriptions	3,825.00	10,000.00	.00	10,000.00
101-41110-437	Miscellaneous	665.08	100.00	297.75	197.75-
101-41110-440	City Cleanup	1,297.01	6,600.00	.00	6,600.00
Total Council:		36,313.47	61,226.00	1,913.11	59,312.89
Elections					
101-41410-103	Part-Time Employees	6,621.00	.00	.00	.00
101-41410-309	Software and Design	.00	500.00	.00	500.00
101-41410-331	Meetings-Conferences (mtgs/mi)	822.09	.00	.00	.00
101-41410-437	Miscellaneous	3,815.05	1,000.00	455.00	545.00
Total Elections:		11,258.14	1,500.00	455.00	1,045.00
Administration					
101-41500-101	Full-Time Employees Regular	244,115.75	313,081.00	40,717.60	272,363.40
101-41500-102	Full-Time Employees Overtime	21,036.58	5,000.00	603.36	4,396.64
101-41500-103	Part-Time Employees	87,799.17	.00	.00	.00
101-41500-120	CENTRAL PENSION FUND	.00	2,995.20	460.80	2,534.40
101-41500-121	PERA	22,043.52	23,893.00	3,091.56	20,801.44
101-41500-122	FICA	26,795.96	24,391.00	3,116.94	21,274.06
101-41500-131	Employer Paid Health	50,507.95	81,553.20	11,087.02	70,466.18
101-41500-151	Worker s Comp Insurance Prem	3,157.12	3,315.00	2,224.66	1,090.34
101-41500-201	Office Supplies(paper-pens-et)	7,831.95	6,000.00	753.75	5,246.25
101-41500-211	Operating Supplies - Cleaning	1,008.80	1,075.00	70.98	1,004.02
101-41500-217	Other Operating Supplies	1,023.17	1,000.00	332.84	667.16
101-41500-221	Repair/Maint - Equipment	1,573.27	500.00	.00	500.00
101-41500-223	Repair/Maintain - Building	2,572.34	2,500.00	435.94	2,064.06
101-41500-227	Repair/Maintain - Amb Building	167.80	2,500.00	2,072.39	427.61
101-41500-301	Auditing and Acct g Services	27,200.00	28,000.00	.00	28,000.00
101-41500-303	Engineering Fees	7,181.00	7,500.00	2,400.00	5,100.00
101-41500-304	Legal Fees	32,591.77	40,000.00	1,312.50	38,687.50
101-41500-309	Software and Design	24,040.67	12,500.00	6,353.31	6,146.69
101-41500-310	Other Professional Services	7,659.76	9,000.00	1,015.32	7,984.68
101-41500-312	CITY WEBSITE	.00	2,650.00	.00	2,650.00
101-41500-316	Building Inspections	27,120.19	22,000.00	1,941.84	20,058.16
101-41500-317	Dial A Ride Bus	4,569.25	8,000.00	560.00	7,440.00
101-41500-321	Communications	5,576.10	6,500.00	955.52	5,544.48
101-41500-322	Postage	522.70	500.00	1.02-	501.02
101-41500-331	Meetings-Conferences (mtgs/mi)	2,521.95	6,500.00	.00	6,500.00
101-41500-343	Advertising	2,734.80	2,500.00	903.32	1,596.68
101-41500-362	Property - Casualty Ins (Auto)	3,916.56	5,500.00	.00	5,500.00

Account Number	Account Title	2020	2021	2021	2021
		Prior year PRELIMINARY ACTUAL	Current year Budget	Current year Actual	Current Year Budget Remaining
101-41500-381	Electric Utilities	1,416.69	2,070.00	236.33	1,833.67
101-41500-383	Gas Utilities	722.10	1,200.00	110.04	1,089.96
101-41500-401	Contractual Services	16,884.08	12,315.00	1,933.39	10,381.61
101-41500-406	Safety	.00	500.00	.00	500.00
101-41500-417	Uniforms	1,223.48	1,800.00	128.68	1,671.32
101-41500-433	Dues and Subscriptions	600.50	1,500.00	45.00	1,455.00
101-41500-434	Sales Tax Paid	3.00	15.00	.00	15.00
101-41500-437	Miscellaneous	121.00	500.00	.00	500.00
101-41500-442	Bank Service Charges	3,599.26	4,000.00	497.85	3,502.15
101-41500-443	Credit Card Merchant Fees	1,932.74	1,800.00	344.12	1,455.88
101-41500-444	XPRESS Bill Pay Fees	5,114.51	4,500.00	1,282.46	3,217.54
101-41500-580	Computers & Technology	26,405.94	.00	.00	.00
101-41500-590	Capital Outlay	.00	.00	6,976.00	6,976.00-
101-41500-705	Tansfers Out-CARES Act Funds	45,647.95	.00	.00	.00
Total Administration:		718,939.38	649,153.40	91,962.50	557,190.90
Police					
101-42100-101	Full-Time Employees Regular	482,743.07	491,956.00	74,866.46	417,089.54
101-42100-102	Full-Time Employees Overtime	20,609.29	18,000.00	5,031.19	12,968.81
101-42100-103	Part-Time Employees	59,417.06	50,000.00	7,728.00	42,272.00
101-42100-120	CENTRAL PENSION FUND	.00	998.40	153.60	844.80
101-42100-121	PERA	75,669.20	88,750.00	13,972.31	74,777.69
101-42100-122	FICA	12,948.14	11,220.00	2,201.01	9,018.99
101-42100-131	Employer Paid Health	80,933.46	130,459.60	23,891.43	106,568.17
101-42100-151	Worker s Comp Insurance Prem	21,587.75	33,500.00	22,481.44	11,018.56
101-42100-201	Office Supplies(paper-pens-et)	2,215.39	3,000.00	122.41	2,877.59
101-42100-212	Motor Fuels-Gas	13,271.84	13,000.00	1,147.98	11,852.02
101-42100-217	Other Operating Supplies	117.50	.00	.00	.00
101-42100-221	Repair/Maint - Equipment	17,682.43	16,000.00	1,567.64	14,432.36
101-42100-228	Repair/Maintain Other	1,031.25	3,000.00	66.00	2,934.00
101-42100-304	Legal Fees	23,400.00	21,600.00	3,600.00	18,000.00
101-42100-309	Software and Design	3,239.70	5,000.00	1.06	4,998.94
101-42100-310	Other Professional Services	9,601.70	5,000.00	.00	5,000.00
101-42100-313	Task Force	7,649.09	.00	.00	.00
101-42100-318	Animal Control	586.54	1,000.00	.00	1,000.00
101-42100-319	Forfeitures	1,216.69	1,200.00	.00	1,200.00
101-42100-321	Communications	10,835.56	14,000.00	2,428.62	11,571.38
101-42100-331	Meetings-Conferences (mtgs/mi)	2,240.79	7,500.00	300.00	7,200.00
101-42100-343	Advertising	350.00	.00	.00	.00
101-42100-362	Property - Casualty Ins (Auto)	5,727.23	5,899.00	.00	5,899.00
101-42100-381	Electric Utilities	1,416.61	1,970.00	236.33	1,733.67
101-42100-383	Gas Utilities	722.04	1,000.00	110.03	889.97
101-42100-406	Safety	1,429.98	1,000.00	.00	1,000.00
101-42100-417	Uniforms	17,931.68	9,000.00	1,501.27	7,498.73
101-42100-418	Range/Ammo	6,241.96	6,000.00	581.19	5,418.81
101-42100-433	Dues and Subscriptions	1,797.59	1,000.00	990.00	10.00
101-42100-436	Towing Charges	.00	200.00	193.28	6.72
101-42100-437	Miscellaneous	4,088.38	3,000.00	215.48	2,784.52
101-42100-438	Police - DARE Prog	1,411.23	5,000.00	214.72	4,785.28
101-42100-446	NSF Checks	795.88	1,000.00	.00	1,000.00
101-42100-491	Contributions/Donations Expend	1,000.00	.00	.00	.00
101-42100-560	Furniture & Fixtures	294.20	1,000.00	.00	1,000.00
101-42100-590	Capital Outlay	125,309.50	.00	1,425.00	1,425.00-

Account Number	Account Title	2020 Prior year PRELIMINARY ACTUAL	2021 Current year Budget	2021 Current year Actual	2021 Current Year Budget Remaining
Total Police:		1,015,512.73	951,253.00	165,026.45	786,226.55
City Fire					
101-42200-103	Part-Time Employees	14,843.61	20,000.00	.00	20,000.00
101-42200-122	FICA	1,135.57	1,530.00	.00	1,530.00
101-42200-151	Worker s Comp Insurance Prem	3,837.84	4,030.00	2,704.48	1,325.52
101-42200-201	Office Supplies(paper-pens-et)	146.94	600.00	.00	600.00
101-42200-207	Fire Prevention Instruct Supps	1,210.00	2,000.00	.00	2,000.00
101-42200-211	Operating Supplies - Cleaning	20.52	200.00	.00	200.00
101-42200-212	Motor Fuels-Gas	703.35	1,000.00	.00	1,000.00
101-42200-217	Other Operating Supplies	2,425.34	200.00	.00	200.00
101-42200-221	Repair/Maint - Equipment	13,474.05	20,000.00	2,514.43	17,485.57
101-42200-223	Repair/Maintain - Building	1,797.05	8,000.00	184.00	7,816.00
101-42200-226	Foam	937.50	2,000.00	625.00	1,375.00
101-42200-228	Repair/Maintain - Other	.00	1,500.00	.00	1,500.00
101-42200-309	Software and Design	6.49	.00	6.49	6.49-
101-42200-310	Other Professional Services	327.00	1,000.00	.00	1,000.00
101-42200-315	Jaws of Life	.00	500.00	.00	500.00
101-42200-321	Communications	2,897.20	2,000.00	489.93	1,510.07
101-42200-322	Postage	84.20	100.00	.00	100.00
101-42200-331	Meetings-Conferences (mtgs/mi)	510.00	2,000.00	.00	2,000.00
101-42200-343	Advertising	405.60	500.00	.00	500.00
101-42200-362	Property - Casualty Ins (Auto)	6,283.41	6,475.00	.00	6,475.00
101-42200-381	Electric Utilities	2,173.00	2,875.00	517.00	2,358.00
101-42200-383	Gas Utilities	2,925.87	4,000.00	498.08	3,501.92
101-42200-384	Garbage Service	611.39	658.00	109.52	548.48
101-42200-401	Contractual Services	.00	1,500.00	.00	1,500.00
101-42200-417	Uniforms/Fire Equip	1,428.35	10,000.00	.00	10,000.00
101-42200-433	Dues and Subscriptions	1,355.00	1,000.00	.00	1,000.00
101-42200-437	Miscellaneous	.00	300.00	.00	300.00
101-42200-520	Capital Outlay-Bldg & Structur	78,850.00	.00	.00	.00
Total City Fire:		138,389.28	93,968.00	7,648.93	86,319.07
Emergency Management					
101-42500-103	Part-Time Employees	1,122.61	1,135.00	.00	1,135.00
101-42500-122	FICA	85.88	87.00	.00	87.00
101-42500-221	Repair/Maint - Equipment	.00	6,000.00	.00	6,000.00
101-42500-310	Other Professional Services	660.00	660.00	.00	660.00
101-42500-381	Electric Utilities	59.00	800.00	118.00	682.00
Total Emergency Management:		1,927.49	8,682.00	118.00	8,564.00
Public Works (GENERAL)					
101-43100-101	Full-Time Employees Regular	111,784.63	115,061.00	18,069.48	96,991.52
101-43100-102	Full-Time Employees Overtime	2,538.60	5,000.00	784.97	4,215.03
101-43100-120	CENTRAL PENSION FUND	.00	838.65	129.03	709.62
101-43100-121	PERA	8,323.60	8,919.26	1,407.15	7,512.11
101-43100-122	FICA	8,576.18	12,986.00	1,418.31	11,567.69
101-43100-131	Employer Paid Health	24,959.52	28,292.35	4,888.72	23,403.63
101-43100-151	Worker s Comp Insurance Prem	17,115.67	23,184.00	15,558.50	7,625.50
101-43100-201	Office Supplies(paper-pens-et)	694.03	500.00	.00	500.00
101-43100-211	Operating Supplies - Cleaning	7.92	100.00	.00	100.00
101-43100-212	Motor Fuels-Gas	5,491.35	6,000.00	149.44	5,850.56
101-43100-217	Other Operating Supplies	12,646.83	16,275.00	686.51	15,588.49

Account Number	Account Title	2020	2021	2021	2021
		Prior year PRELIMINARY ACTUAL	Current year Budget	Current year Actual	Current Year Budget Remaining
101-43100-221	Repair/Maint - Equipment	16,805.50	25,000.00	3,105.45	21,894.55
101-43100-222	Tree trimming	16,620.25	20,000.00	4,800.00	15,200.00
101-43100-223	Repair/Maintain - Building	5,300.08	7,500.00	231.33	7,268.67
101-43100-224	Repair/Maintain - Streets	23,041.69	100,000.00	.00	100,000.00
101-43100-225	Repair/Maint - Detention Ponds	.00	20,000.00	.00	20,000.00
101-43100-226	Sidewalk Repairs	47,933.55	60,000.00	.00	60,000.00
101-43100-303	Engineering Fees	.00	30,000.00	.00	30,000.00
101-43100-310	Other Professional Services	16,935.26	30,000.00	133.12	29,866.88
101-43100-321	Communications	3,142.92	5,000.00	533.14	4,466.86
101-43100-322	Postage	182.30	100.00	.00	100.00
101-43100-331	Meetings-Conferences (mtgs/mi)	110.60	400.00	.00	400.00
101-43100-343	Advertising	.00	300.00	.00	300.00
101-43100-362	Property - Casualty Ins (Auto)	15,908.97	16,386.00	.00	16,386.00
101-43100-381	Electric Utilities	32,044.59	39,799.00	6,649.29	33,149.71
101-43100-383	Gas Utilities	3,166.23	5,000.00	434.36	4,565.64
101-43100-384	Garbage Service	1,489.79	2,340.00	245.58	2,094.42
101-43100-401	Contractual Services	232.28	850.00	.00	850.00
101-43100-406	Safety	619.99	1,000.00	480.00	520.00
101-43100-417	Uniforms	954.06	600.00	159.99	440.01
101-43100-418	Rentals	354.55	1,000.00	.00	1,000.00
101-43100-437	Miscellaneous	206.83	500.00	.00	500.00
101-43100-590	Capital Outlay	169,248.83	.00	.00	.00
Total Public Works (GENERAL):		546,436.60	582,931.26	59,864.37	523,066.89
Ice & Snow Removal					
101-43125-101	Full-Time Employees Regular	21,292.29	21,803.00	3,441.79	18,361.21
101-43125-102	Full-Time Employees Overtime	483.53	1,000.00	149.51	850.49
101-43125-120	CENTRAL PENSION FUND	.00	159.75	24.57	135.18
101-43125-121	PERA	1,585.35	1,688.26	268.02	1,420.24
101-43125-122	FICA	1,633.52	1,722.03	270.15	1,451.88
101-43125-131	Employer Paid Health	4,629.96	5,316.25	903.04	4,413.21
101-43125-212	Motor Fuels-Gas	3,946.96	8,000.00	910.32	7,089.68
101-43125-217	Other Operating Supplies	8,145.90	14,000.00	3,874.00	10,126.00
101-43125-221	Repair/Maint - Equipment	1,233.25	8,000.00	4,677.87	3,322.13
101-43125-310	Other Professional Services	30,050.00	40,000.00	6,200.00	33,800.00
101-43125-343	Advertising	93.60	.00	.00	.00
101-43125-437	Miscellaneous	678.00	.00	.00	.00
101-43125-590	Capital Outlay	108,500.00	.00	.00	.00
Total Ice & Snow Removal:		182,272.36	101,689.29	20,719.27	80,970.02
Economic Development					
101-46500-491	EDA Contributions	48,500.00	45,000.00	11,250.00	33,750.00
Total Economic Development:		48,500.00	45,000.00	11,250.00	33,750.00
Other Financing Uses/Contrib					
101-49300-422	Corn on the Cob Activities	3,000.00	3,000.00	.00	3,000.00
101-49300-423	Ye Old Fashioned Christmas	.00	1,000.00	.00	1,000.00
101-49300-424	Sesquicentennial/Garden Club	300.00	300.00	.00	300.00
101-49300-425	Plainview Community Center	12,500.00	12,500.00	.00	12,500.00
101-49300-426	Blue Bell Festival	.00	1,000.00	.00	1,000.00
Total Other Financing Uses/Contrib:		15,800.00	17,800.00	.00	17,800.00

Account Number	Account Title	2020 Prior year PRELIMINARY ACTUAL	2021 Current year Budget	2021 Current year Actual	2021 Current Year Budget Remaining
Net Total GENERAL FUND:		2,715,349.45-	2,513,202.95-	358,957.63-	2,154,245.32-
Libraries (GENERAL)					
211-45500-101	Full-Time Employees Regular	70,926.25	68,890.00	10,720.79	58,169.21
211-45500-102	Full-Time Employees Overtime	387.60	.00	.00	.00
211-45500-103	Part-Time Employees	56,726.81	63,766.00	7,430.17	56,335.83
211-45500-121	PERA	9,270.21	9,949.00	1,334.93	8,614.07
211-45500-122	FICA	9,795.23	10,148.00	1,371.98	8,776.02
211-45500-131	Employer Paid Health	12,568.89	37,108.00	6,215.71	30,892.29
211-45500-151	Worker s Comp Insurance Prem	784.52	800.00	536.87	263.13
211-45500-201	Office Supplies(paper-pens-et)	6,515.57	4,000.00	276.24	3,723.76
211-45500-221	Repair/Maint - Equipment	1,615.73	4,000.00	480.00	3,520.00
211-45500-223	Repair/Maintain - Building	4,134.42	3,000.00	524.90	2,475.10
211-45500-310	Other Professional Services	77.75	75.00	.00	75.00
211-45500-321	Communications	588.13	750.00	105.76	644.24
211-45500-322	Postage	105.24	.00	.00	.00
211-45500-331	Meetings-Conferences (mtgs/mi)	1,446.50	500.00	.00	500.00
211-45500-362	Property - Casualty Ins (Auto)	5,090.87	5,000.00	.00	5,000.00
211-45500-381	Electric Utilities	3,063.00	4,000.00	578.00	3,422.00
211-45500-383	Gas Utilities	1,621.06	2,000.00	210.54	1,789.46
211-45500-401	Contractual Services	8,440.00	9,000.00	760.00	8,240.00
211-45500-418	Rentals	11,594.01	13,000.00	1,902.64	11,097.36
211-45500-434	Sales Tax Paid	131.00	160.00	18.00	142.00
211-45500-437	Miscellaneous	594.02	1,500.00	.00	1,500.00
211-45500-590	Capital Outlay	50,393.01	.00	1,539.60-	1,539.60
211-45500-592	Books/Periodicals	25,566.06	30,000.00	5,816.43	24,183.57
Total Libraries (GENERAL):		281,435.88	267,646.00	36,743.36	230,902.64
Net Total LIBRARY:		281,435.88-	267,646.00-	36,743.36-	230,902.64-
ICE RINK					
225-45127-212	Motor Fuels-Gas	23.39	100.00	58.08	41.92
225-45127-217	Other Operating Supplies	496.17	1,500.00	1,259.00	241.00
225-45127-221	Repair/Maint - Equipment	11.36	500.00	13.15	486.85
225-45127-223	Repair/Maintain - Building	.00	1,000.00	.00	1,000.00
225-45127-381	Electric Utilities	577.00	400.00	189.00	211.00
225-45127-383	Gas Utilities	358.08	800.00	88.64	711.36
Total ICE RINK:		1,466.00	4,300.00	1,607.87	2,692.13
POOL					
225-45128-103	Part-Time Employees	5,000.00	70,000.00	1,028.05	68,971.95
225-45128-121	PERA	375.00	578.00	77.11	500.89
225-45128-122	FICA	382.50	5,215.00	78.65	5,136.35
225-45128-151	Worker s Comp Insurance Prem	3,447.26	4,288.00	2,877.62	1,410.38
225-45128-211	Operating Supplies - Cleaning	.00	300.00	.00	300.00
225-45128-217	Other Operating Supplies	4.30	6,000.00	.00	6,000.00
225-45128-221	Repair/Maint - Equipment	1,574.49	4,015.00	.00	4,015.00
225-45128-223	Repair/Maintain - Building	252.00	750.00	56.00	694.00
225-45128-228	Repair/Maintain - Other	.00	1,000.00	.00	1,000.00
225-45128-259	Merchandise For Resale - Other	.00	7,000.00	.00	7,000.00
225-45128-309	SOFTWARE & DESIGN	.00	.00	2,995.00	2,995.00-
225-45128-310	Other Professional Services	.00	2,800.00	.00	2,800.00

Account Number	Account Title	2020 Prior year PRELIMINARY ACTUAL	2021 Current year Budget	2021 Current year Actual	2021 Current Year Budget Remaining
225-45128-321	Communications	597.51	500.00	92.56	407.44
225-45128-322	Postage	84.20	100.00	.00	100.00
225-45128-331	Meetings-Conferences (mtgs/mi)	550.00	2,000.00	.00	2,000.00
225-45128-343	Advertising	280.80	200.00	.00	200.00
225-45128-362	Property - Casualty Ins (Auto)	13,745.35	14,158.00	.00	14,158.00
225-45128-381	Electric Utilities	782.00	7,084.00	156.00	6,928.00
225-45128-383	Gas Utilities	.00	4,895.00	.00	4,895.00
225-45128-417	UNIFORMS	.00	4,000.00	.00	4,000.00
225-45128-418	Rentals	.00	150.00	.00	150.00
225-45128-433	Dues and Subscriptions	670.00	1,350.00	.00	1,350.00
225-45128-434	Sales Tax Paid	9.00	3,500.00	.00	3,500.00
225-45128-437	Miscellaneous	.00	300.00	.00	300.00
225-45128-590	Capital Outlay	26,750.00	.00	.00	.00
Total POOL:		54,504.41	140,183.00	7,360.99	132,822.01

PARKS

225-45200-101	Full-Time Employees Regular	53,262.75	55,503.34	8,568.10	46,935.24
225-45200-102	Full-Time Employees Overtime	3,012.02	5,000.00	1,379.74	3,620.26
225-45200-103	Part-Time Employees	14,001.64	16,785.00	.00	16,785.00
225-45200-120	CENTRAL PENSION FUND	.00	998.40	153.60	844.80
225-45200-121	PERA	4,154.32	4,537.75	742.34	3,795.41
225-45200-122	FICA	5,355.12	5,912.56	757.19	5,155.37
225-45200-131	Employer Paid Health	13,026.62	14,637.00	2,621.01	12,015.99
225-45200-151	Worker s Comp Insurance Prem	2,217.66	2,838.00	1,904.55	933.45
225-45200-201	Office Supplies(paper-pens-et)	.00	100.00	.00	100.00
225-45200-212	Motor Fuels-Gas	2,877.42	3,500.00	.00	3,500.00
225-45200-217	Other Operating Supplies	8,322.63	5,275.00	.00	5,275.00
225-45200-221	Repair/Maint - Equipment	3,071.55	6,535.00	268.54	6,266.46
225-45200-223	Repair/Maintain - Building	112.37	5,000.00	25.78	4,974.22
225-45200-228	Repair/Maintain - Other	332.49	500.00	.00	500.00
225-45200-229	Refunds	60.00	.00	.00	.00
225-45200-303	Engineering Fees	.00	1,000.00	.00	1,000.00
225-45200-310	Other Professional Services	1,482.25	2,000.00	.00	2,000.00
225-45200-321	Communications	659.34	600.00	112.11	487.89
225-45200-331	Meetings-Conferences (mtgs/mi)	25.00	100.00	.00	100.00
225-45200-343	Advertising	187.20	250.00	.00	250.00
225-45200-362	Property - Casualty Ins (Auto)	18,328.41	18,878.00	.00	18,878.00
225-45200-381	Electric Utilities	1,406.40	3,500.00	174.00	3,326.00
225-45200-383	Gas Utilities	224.41	185.00	.00	185.00
225-45200-384	Garbage Service	1,745.79	1,800.00	290.16	1,509.84
225-45200-406	Safety	.00	200.00	.00	200.00
225-45200-417	Uniforms	600.00	600.00	165.00	435.00
225-45200-418	Rentals	30.00	2,000.00	.00	2,000.00
225-45200-434	Sales Tax Paid	16.00	100.00	2.00	98.00
225-45200-590	Capital Outlay	26,465.64	.00	.00	.00
Total PARKS:		160,977.03	158,335.05	17,164.12	141,170.93

Net Total PARKS/REC:	216,947.44-	302,818.05-	26,132.98-	276,685.07-
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Cemetery

235-49010-217	Other Operating Supplies	1,094.15	2,500.00	.00	2,500.00
235-49010-221	Repair/Maint - Equipment	.00	500.00	.00	500.00
235-49010-228	Repair/Maintain - Other	4.98	500.00	.00	500.00

Account Number	Account Title	2020 Prior year PRELIMINARY ACTUAL	2021 Current year Budget	2021 Current year Actual	2021 Current Year Budget Remaining
235-49010-309	Software & Design	640.00	.00	.00	.00
235-49010-310	Other Professional Services	1,905.89	2,500.00	.00	2,500.00
235-49010-362	Property - Casualty Ins (Auto)	3,403.25	3,573.00	.00	3,573.00
235-49010-381	Electric Utilities	307.70	402.00	74.00	328.00
235-49010-384	Garbage Service	1,730.79	1,800.00	290.16	1,509.84
235-49010-401	Contractual Services	30,330.00	32,000.00	.00	32,000.00
Total Cemetery:		39,416.76	43,775.00	364.16	43,410.84
Net Total CEMETERY:		39,416.76-	43,775.00-	364.16-	43,410.84-
Cemetery Perpetual Care					
240-49015-590	Capital Outlay	8,041.55	.00	575.00	575.00-
Total Cemetery Perpetual Care:		8,041.55	.00	575.00	575.00-
Net Total CEMETERY PERPETUAL CARE:		8,041.55-	.00	575.00-	575.00
RURAL FIRE					
245-42200-103	Part-Time Employees	6,593.60	10,000.00	.00	10,000.00
245-42200-122	FICA	504.41	765.00	.00	765.00
245-42200-151	Worker s Comp Insurance Prem	3,849.93	4,042.00	2,712.54	1,329.46
245-42200-201	Office Supplies(paper-pens-et)	146.94	150.00	.00	150.00
245-42200-212	Motor Fuels-Gas	760.40	1,500.00	.00	1,500.00
245-42200-217	Other Operating Supplies	198.12	200.00	.00	200.00
245-42200-221	Repair/Maint - Equipment	9,306.83	10,000.00	2,250.42	7,749.58
245-42200-226	Foam	937.50	2,000.00	625.00	1,375.00
245-42200-228	Repair/Maintain - Other	.00	500.00	.00	500.00
245-42200-310	Other Professional Services	700.00	1,000.00	.00	1,000.00
245-42200-315	Jaws of Life	.00	500.00	.00	500.00
245-42200-331	Meetings-Conferences (mtgs/mi)	.00	300.00	.00	300.00
245-42200-362	Property - Casualty Ins (Auto)	6,283.41	6,472.00	.00	6,472.00
245-42200-401	Contractual Services	.00	1,500.00	.00	1,500.00
245-42200-417	Uniform	1,428.35	300.00	.00	300.00
245-42200-433	Dues and Subscriptions	990.00	850.00	.00	850.00
245-42200-437	Miscellaneous	.00	300.00	.00	300.00
245-42200-580	Computers & Technology	3,806.15	.00	.00	.00
245-42200-700	Transfers Out	23,800.41	.00	.00	.00
Total RURAL FIRE:		59,306.05	40,379.00	5,587.96	34,791.04
Net Total RURAL FIRE:		59,306.05-	40,379.00-	5,587.96-	34,791.04-
RURAL FIRE EQUIPMENT FUND					
246-42200-590	Capital Outlay	236,946.62	.00	.00	.00
Total RURAL FIRE EQUIPMENT FUND:		236,946.62	.00	.00	.00
Net Total RURAL FIRE EQUIPMENT FUND:		236,946.62-	.00	.00	.00
Fire Relief					
250-42300-124	Fire Pension Contributions	39,135.13	36,195.00	.00	36,195.00

Account Number	Account Title	2020 Prior year PRELIMINARY ACTUAL	2021 Current year Budget	2021 Current year Actual	2021 Current Year Budget Remaining
250-42300-490	Donations - Fire Relief Assoc	13,200.00	16,200.00	.00	16,200.00
	Total Fire Relief:	52,335.13	52,395.00	.00	52,395.00
	Net Total FIRE RELIEF:	52,335.13-	52,395.00-	.00	52,395.00-
Debt Service					
300-47000-601	Bond Principal Pymt	1,044,000.00	78,000.00	78,000.00	.00
300-47000-611	Bond Interest Payment	67,886.63	41,230.00	21,200.00	20,030.00
300-47000-620	Fiscal Agent Fees	.00	1,000.00	.00	1,000.00
	Total Debt Service:	1,111,886.63	120,230.00	99,200.00	21,030.00
	Net Total DEBT SERVICE FUND:	1,111,886.63-	120,230.00-	99,200.00-	21,030.00-
STORM WATER PROJECTS					
404-41500-310	Other Professional Services	20,795.03	.00	.00	.00
	Total STORM WATER PROJECTS:	20,795.03	.00	.00	.00
	Net Total STORM WATER PROJECTS:	20,795.03-	.00	.00	.00
CAPITAL IMPROVEMENT FUND					
405-48000-700	Tansfers Out	524,383.00	.00	.00	.00
	Total CAPITAL IMPROVEMENT FUND:	524,383.00	.00	.00	.00
	Net Total CAPITAL IMPROVEMENT FUND:	524,383.00-	.00	.00	.00
2019 DOWNTOWN PROJECT					
416-48000-303	Engineering Fees	130,588.31	.00	467.25	467.25-
416-48000-310	Other Professional Services	275.05	.00	.00	.00
416-48000-437	Miscellaneous	199,087.50	.00	.00	.00
416-48000-530	Capital-Other Improvements	620,114.50	.00	.00	.00
	Total 2019 DOWNTOWN PROJECT:	950,065.36	.00	467.25	467.25-
	Net Total 2019 DOWNTOWN PROJECT:	950,065.36-	.00	467.25-	467.25
2020 STREET/UTIL IMPROVE PROJ					
417-48000-303	Engineering Fees	525,378.45	.00	4,259.00	4,259.00-
417-48000-352	General Notices and Pub Info	489.46	.00	.00	.00
417-48000-530	Capital-Other Improvements	2,236,774.62	.00	.00	.00
	Total 2020 STREET/UTIL IMPROVE PROJ:	2,762,642.53	.00	4,259.00	4,259.00-
	Net Total 2020 STREET/UTIL IMPROVE PROJ:	2,762,642.53-	.00	4,259.00-	4,259.00
TIF 1-9 LEVAN					
505-46500-310	Other Professional Services	1,000.00	.00	.00	.00

Account Number	Account Title	2020	2021	2021	2021
		Prior year PRELIMINARY ACTUAL	Current year Budget	Current year Actual	Current Year Budget Remaining
505-46500-439	TIF Payments	61,638.38	.00	146.00	146.00-
	Total TIF 1-9 LEVAN:	62,638.38	.00	146.00	146.00-
	Net Total TIF 1-9 LEVAN:	62,638.38-	.00	146.00-	146.00
TIF DOWNTOWN REDEVELOPMENT					
506-46500-310	Other Professional Services	1,000.00	.00	.00	.00
506-46500-439	TIF Payments	7,063.00	7,500.00	3,374.00	4,126.00
	Total TIF DOWNTOWN REDEVELOPMENT:	8,063.00	7,500.00	3,374.00	4,126.00
	Net Total TIF DOWNTOWN REDEVELOPMENT:	8,063.00-	7,500.00-	3,374.00-	4,126.00-
Water Utilities (GENERAL)					
601-49400-101	Full-Time Employees Regular	51,290.07	53,663.79	8,435.56	45,228.23
601-49400-102	Full-Time Employees Overtime	1,556.17	6,500.00	998.07	5,501.93
601-49400-120	CENTRAL PENSION FUND	.00	998.40	153.60	844.80
601-49400-121	PERA	3,942.83	4,512.29	703.77	3,808.52
601-49400-122	FICA	4,021.68	4,602.53	717.86	3,884.67
601-49400-131	Employer Paid Health	14,280.27	14,637.00	2,650.26	11,986.74
601-49400-151	Worker s Comp Insurance Prem	1,226.47	1,575.00	1,056.97	518.03
601-49400-201	Office Supplies(paper-pens-et)	4,166.74	3,500.00	664.35	2,835.65
601-49400-212	Motor Fuels-Gas	125.14	750.00	42.27	707.73
601-49400-217	Other Operating Supplies	12,502.77	10,000.00	308.97	9,691.03
601-49400-221	Repair/Maint -WELLS	2,980.26	30,000.00	411.67	29,588.33
601-49400-223	Repair/Maintain - Building	1,094.18	500.00	.00	500.00
601-49400-228	Repair-Water Main Repairs	13,173.51	30,000.00	.00	30,000.00
601-49400-229	Refunds	1,307.68	500.00	500.00	.00
601-49400-303	Engineering Fees	.00	10,000.00	.00	10,000.00
601-49400-309	Software and Design	.00	5,000.00	.00	5,000.00
601-49400-310	Other Professional Services	17,861.70	17,000.00	6,059.63	10,940.37
601-49400-322	Postage	492.60	100.00	.00	100.00
601-49400-331	Meetings-Conferences (mtgs/mi)	.00	1,500.00	287.00	1,213.00
601-49400-343	Advertising	327.50	400.00	.00	400.00
601-49400-362	Property - Casualty Ins (Auto)	6,999.95	7,210.00	.00	7,210.00
601-49400-381	Electric Utilities	34,628.60	43,700.00	6,821.00	36,879.00
601-49400-401	Contractual Services	3,595.01	1,500.00	926.10	573.90
601-49400-406	SAFETY	94.19	1,200.00	.00	1,200.00
601-49400-417	Uniforms	596.60	600.00	.00	600.00
601-49400-420	Depreciation	.00	90,000.00	.00	90,000.00
601-49400-433	Dues and Subscriptions	378.00	1,500.00	.00	1,500.00
601-49400-434	Sales Tax Paid	.35	250.00	.74-	250.74
601-49400-437	Miscellaneous	.00	200.00	.00	200.00
601-49400-550	WA Meter Replacement Program	.00	85,000.00	.00	85,000.00
601-49400-580	Computers & Technology	4,066.72	4,500.00	.00	4,500.00
601-49400-601	Debt Srv Bond Principal	77,000.00	194,000.00	115,000.00	79,000.00
601-49400-611	Bond Interest	6,827.46	33,031.00	19,479.50	13,551.50
601-49400-700	Transfers Out	436,154.47	50,000.00	.00	50,000.00
	Total Water Utilities (GENERAL):	700,690.92	708,430.01	165,215.84	543,214.17
	Net Total WATER FUND:	700,690.92-	708,430.01-	165,215.84-	543,214.17-

Account Number	Account Title	2020 Prior year PRELIMINARY ACTUAL	2021 Current year Budget	2021 Current year Actual	2021 Current Year Budget Remaining
Sewer (GENERAL)					
602-49450-101	Full-Time Employees Regular	54,947.46	57,342.89	8,974.82	48,368.07
602-49450-102	Full-Time Employees Overtime	4,956.49	6,500.00	1,874.18	4,625.82
602-49450-120	CENTRAL PENSION FUND	.00	998.40	153.60	844.80
602-49450-121	PERA	4,472.16	4,788.22	809.92	3,978.30
602-49450-122	FICA	4,561.69	4,883.99	826.13	4,057.86
602-49450-131	Employer Paid Health	24,422.94	14,637.00	2,653.76	11,983.24
602-49450-201	Office Supplies(paper-pens-et)	2,737.32	3,000.00	361.95	2,638.05
602-49450-212	Motor Fuels-Gas	.00	250.00	.00	250.00
602-49450-217	Other Operating Supplies	601.72	6,500.00	.00	6,500.00
602-49450-221	Repair/Maint - Equipment	18,954.38	16,000.00	.00	16,000.00
602-49450-228	Repair/Maintain - Other	64,844.61	25,000.00	.00	25,000.00
602-49450-229	Refunds	1,000.00	500.00	500.00	.00
602-49450-303	Engineering Fees	.00	4,000.00	.00	4,000.00
602-49450-310	Other Professional Services	473.85	750.00	27.02	722.98
602-49450-322	Postage	84.19	100.00	.00	100.00
602-49450-331	Meetings-Conferences (mtgs/mi)	567.63	1,500.00	.00	1,500.00
602-49450-362	Property - Casualty Ins (Auto)	4,836.33	4,981.00	.00	4,981.00
602-49450-381	Electric Utilities	5,743.25	9,660.00	1,330.00	8,330.00
602-49450-383	Gas Utilities	457.37	950.00	39.35	910.65
602-49450-385	Sewer Plv-Elgin Sewer District	780,574.14	787,000.00	.00	787,000.00
602-49450-417	UNIFORM	240.87	600.00	.00	600.00
602-49450-420	Depreciation	.00	14,000.00	.00	14,000.00
602-49450-437	Miscellaneous	.00	500.00	.00	500.00
602-49450-601	Debt Srv Bond Principal	44,000.00	115,000.00	115,000.00	.00
602-49450-611	Bond Interest	1,210.00	28,130.00	17,029.25	11,100.75
602-49450-700	Transfers Out	436,154.46	50,000.00	.00	50,000.00
Total Sewer (GENERAL):		1,455,840.86	1,157,571.50	149,579.98	1,007,991.52
Net Total SEWER FUND:		1,455,840.86-	1,157,571.50-	149,579.98-	1,007,991.52-
Net Grand Totals:		11,206,784.59-	5,213,947.51-	850,603.16-	4,363,344.35-



PLAINVIEW POLICE DEPARTMENT

241 West Broadway
Plainview, Minnesota 55964

Jason M. Timm
CHIEF OF POLICE

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1-507-534-2441 Private
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Executive Summary

City Council Special Meeting: March 16th, 2021

AGENDA ITEM: Department Head Report	AGENDA SECTION: Consent
PREPARED BY: Jason Timm, Chief of Police	AGENDA NO. 6.D.
ATTACHMENTS: February Activity Summary Report	APPROVED BY: JT
RECOMMENDED ACTION: Information only	

SUMMARY

**The following is a brief summary of the highlights for the month of February. Day to day operations continue to be very busy with changes, updates and planning. **

Meeting/Training

- Weekly dept. head meetings.
- Weekly on-line training for continuing Ed. Credits on PATROL.
- Scheduled annual Use of Force Training for mid-March.

Misc. Activity

- Our staff was COVID free in February. A couple of us received our second COVID vaccine with no adverse reactions.
- Our new squad is currently being outfitted with hopes that it will be in-service in a couple of weeks.
- New state law on Use of Deadly Force was released. Law is very ambiguous and no one seems to fully understand it. Chief's and Sheriff's Association requested clarity from the MN Attorney General. Law went into effect March 1st and still no clarity from AG's office.
- Re-wrote policy and training plans for Use of Force per new state guidelines.
- Trying to work with a local business in regards to Nuisance Ordinance violations. Unfortunately, they are unwilling to work with the city, enforcement action will begin.
- Working on city ordinance enforcement updates and wording.

- Submitting ordinance information to courts for echarging. This is required when charging out ordinance violations.
- Calls-per-service continue to be steady.

The following are the February calls per service as it compares to 1 year ago.

February Call Activity	2021	2020
9-11 Hang-Ups	1	0
Alarms	2	2
All other	1	0
Animal Complaints	2	6
Assault	1	0
Assist Other Department	16	3
Attempt to Locate	0	1
ATV & Curfew Violations	0	0
Burglary	0	0
Child Custody Exchange	0	0
Civil Matter	1	5
Curfew Violation	0	0
Damage to Property	1	0
DANCO Violation	0	0
Disorderly Conduct	2	3
Domestics	0	2
Driving Complaints	3	0
Driving Under the Influence	0	0
Drugs All Types	1	0
Escort	0	0
Fire Calls	0	1
Fireworks	0	0
Found Property	2	0
Fraud	0	1
Funeral Assist	2	1
Gun Permit	5	0
Harassment/Threats	0	1
Littering	0	0
Lost Property	0	1
Medical Calls	18	21
Misc. Information	15	4
Motorist Assists	1	5
Noise Complaints	2	0
OFP/HRO Violation	0	0
Ordinance Violation	1	0
Parking Complaints/Violations	11	1
Permit	5	0
POR	0	0
Public Assists	16	8
School Incident Report	2	0
Security Check	23	22
Sex Offense	0	0

Snow Removal	10	0
Sudden Death	0	1
Suspicious Activity	8	4
Theft Offenses	3	2
Tobacco Violation	0	0
Traffic Crashes/Violations/VOR	90	29
Trespassing	0	0
Vulnerable Adults	0	1
Warrants All	0	0
Welfare Checks	0	4
Worthless Checks	0	0
TOTAL CALLS	246	129

CITY OF PLAINVIEW PUBLIC WORKS DIRECTOR REPORT



Water

- Water reports were filled out and sent to the MDH (Minnesota Department of Health) for the month of February. We averaged as a city 306,071 gallons per day. The highest being 407,000 gallons and the lowest being 184,000. We pumped 8,570,000 total gallons for the month.
- Meters were read on the 1st of the month.
- As part of the Gopher One call before you dig, we had 5 locates.
- We had two water main breaks this month. After digging the second water main break we discovered there was a gas main resting on our water main. The gas main has been moved and we are working with the gas company for payment.

Streets

- We had two snow events that required us to plow for the month of February.
- We cleaned the snow out of the cul-de-sacs.
- We cleaned off storm drains so water can drain given the warmer temps.
- We have been filling potholes as they appear. This will continue as needed.

Parks

- We are still working on a grant for the repair of the lights and several buildings at Eckstein Ballfield. Aaron has completed much of the grant; we are just waiting for bids to come back from contractors.
- Park and Trails Commission met on the 2nd of the month.
- The weather has warmed enough the ice rink has melted and is done for the year.

Pool

- We are still working with Rahman Heating on a date to install the new heaters.
- Interviews for the pool have been completed by Michelle Olig for lifeguards and desk attendants.
- We will be doing mass registration online this year.

Trees

- We have been trimming trees overhanging the streets that hit our trucks and equipment. This will continue as needed.
- We have another donation of trees to be delivered in the spring.

Buildings

- KBS has completed the roof at City Hall.
- We have installed all LED bulbs in the fire hall.

CITY OF PLAINVIEW PUBLIC WORKS DIRECTOR REPORT



Cemetery

- The columbarium was delivered and set on the 17th.
- We are going to look at taking a few of the rougher looking trees down in the cemetery and start replacing them.

**Respectfully,
Shane Loftus
Public Works Director**



PARKS & TRAILS COMMISSION

Meeting Minutes

Tuesday, February 2, 2021, at 6:00 P.M.
Public Works Building, 230 10th St SW, Plainview, MN 55964

The Plainview Parks & Trails Commission meeting was called to order at 6:01 pm on February 2, 2021. Commissioners in attendance: Beau Hebert, Ben Jacobs, Carrie Klassen, and Marlene Young. Absent: Jason Hall and Jenny Schneider. Staff in attendance: Shane Loftus.

Motion was made by Jacobs and seconded by Klassen to approve the January 5, 2021 meeting minutes. Passed. 4/0.

The commission welcomed Carrie Klassen as a new member. Introductions were made by members present.

Hebert discussed the need for use of Robert's Rules for the commission meetings. The commission was meant to be an informal board that has no decision making or financial authority. Hebert questioned if we need to have formal approval for all agenda items. The commission agreed that items on the agenda must be adhered to as they are made publicly available prior to our meetings. Loftus will discuss this with City Administrator, David Todd.

Loftus gave a Public Works update.

- The pool opening is tentatively scheduled for June 7, 2021. There will be mass registration on April 5, 2021. The city is looking at an online option for registration. Lifeguard training will be on May 29, 2021. Loftus is going to contact the Minnesota Department of Health for any restrictions due to Covid-19. The pool heaters have been received but not yet installed.
- 12 ash trees were recently removed from the city's parks due to Emerald Ash Borer disease.
- The ice rink is going well so far this year. However, there has been an issue with garbage left behind. If this continues, they may need to close the warming house.

Loftus and Jacobs gave an update on the Eckstein Field lights. They met with representatives from the school and Mayor, Aaron Luckstein, regarding the project and the grant process through the Minnesota DNR. Loftus is working on getting bids for costs on updating the garage, ticket booth, and dugouts. Jacobs also mentioned that the school has been told the concession stand has to be updated, but this cannot be included in the grant from the DNR.

Hebert gave a follow-up on the Peace Corps Memorial park proposal. There was a Zoom call between the Peace Corp committee, Hebert, Loftus, Luckstein, and Todd to discuss next steps on pursuing the project. Since this is a public space, the public must be given the opportunity to weigh in. Hebert is going to write up a proposal to the City to discuss the commission's views on the value of this project. Hebert plans to set up a meeting with Luckstein and Todd. He will bring more updates to the next meeting.

Discussions on the Safe Routes to School were tabled to the March 2nd meeting.

The commission reviewed applications for the open commission member spot. There were two applications received, one for Matt Davidson and one for John Curtiss. Motion was made by Klassen and seconded by Hebert to recommend appointing John Curtiss as a new commission member. Passed 4/0. Loftus will take this recommendation to City Council for approval.

Motion was made by Hebert and seconded by Young to adjourn. Passed 4/0.

Meeting adjourned at 6:50 p.m.



**BOLTON
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MEMORANDUM

Date: March 4, 2021
To: David Todd, City Administrator
From: Brian Malm, P.E., City Engineer
Subject: Current Projects Update
City of Plainview
Project No.: 0H1.123353

2020 Improvement Project

Work will resume on this project in the spring.

Orchard Hills 7th Subdivision

The re-zoning request and preliminary plat for this project was approved at the last Council meeting. We are currently reviewing the final plat and plans and specifications for public improvements and working with the City Attorney on a development agreement. Once those items are completed, the final plat will go to planning commission and then City Council for approval.

Marshman Addition

We have been working with City Staff, City Attorney, the developer, and his engineer to review the final plat, plans and specifications for public improvements and the development agreement. The final plat for this development was reviewed by the Planning Commission and recommended for approval with conditions and is on the Council meeting agenda for review and approval.

Local Road Improvement Program (LRIP) Grant Application

The applications for funding for the Local Road Improvement Program (LRIP) for two projects; 2nd Avenue NW from TH 42 to CR 8 (10th Street NW), and 2nd Avenue SW from TH 42 to CR 8 (9th Street SW) were submitted on March 2nd. Grant award announcements are expected in May.

Sidewalk/Trail Plan

We have developed a scope and fee for the preparation of a Citywide sidewalk/trail plan. We understand that this will be included in the Council meeting agenda for consideration.

2021 Street Maintenance Project

We are working with Public Works Director Shane Loftus to develop a plan for 2021 street maintenance projects, which will include crack sealing and chip sealing.

Plainview Public Library

345 1st Ave NW, Plainview, MN 55964 • 507-534-3425

Director's Report: March 2021

COVID-19 Service Model:

- Hours: 10-6 Monday through Friday, and 10-1 on Saturdays (this is an increase of 5 services hours over last month)
- Masks Required: Patrons who are unable have the option to visit outside of open hours
- Distanced Service Options: Front entry pick-up and 2 self-check options
- Staff: Daily health screen, Masks, and Maintaining social distance

Staffing Changes:

Amy Rabe has submitted her resignation effective March 4. I am grateful for her 3 years of service, and wish her the very best at her new position. Currently, Meg works 30 hours per week and I had planned to move her to 40 hours later in the year. Given that the Library Board is currently in the process of rewriting all job descriptions, I have decided to increase Meg's hours effective March 8 to buy us time to thoroughly review job descriptions and do a proper hiring process.

Self-Check Options Update:

Patrons seem to be embracing the self-check machine. It now averages 4 uses per day and has helped to eliminate lines. It is not uncommon to have one person at the regular circulation desk and another using the self-check at the same time. We also average 1 checkout per day in the new SELCO app. We have the highest adoption rate in the region since the app was released.

People's Energy Grant:

With the uncertainty of what programming will look like in the upcoming months, Library staff is working on a People's Energy grant to obtain a portable sound system. While the initial intent is for outdoor use, this would also address accessibility issues in our indoor setting. The grant request will be around \$1000 and we should hear back in late April.

Building Update:

Our latest cold snap has brought some issues to our attention. Two of our heater/humidifier systems have started to produce a gelatinous substance and leak around the drain tube. The PW Dept. has cleaned all drain tubes and we have not had any further issues. We have also noted condensation on the sills of some of the windows during extreme cold temperatures. PW Director Loftus and I agreed that this is a result of extreme weather conditions and likely not an issue with installation. We will continue to monitor next winter.

Plainview Public Library

345 1st Ave NW, Plainview, MN 55964 • 507-534-3425

Material Circulation:

	Overall Circulation	Service Days	Average Circulation per Service Day
February 2021	2507 Items	24	104 Items
January 2021	2405 Items	23	105 Items
December 2020	2353 Items	23	102 Items
November 2020	2234 Items	21	106 Items
October 2020	2742 Items	27	102 Items
September 2020	2787 Items	24	116 Items
August 2020	2534 Items	21	121 Items
July 2020	2678 Items	22	122 Items
June 2020	2667 Items	22	121 Items
May 2020	1559 Items	20	78 Items
April 2020	1359 Items	8	170 Items
March 2020	3034 Items	24	126 Items

If you have any questions, concerns, or ideas, please feel free to contact me.

Respectfully Submitted,

Alice L. Henderson

Plainview Public Library Board of Trustees

Tuesday January 18, 2021 7:00 PM

Members Present: Youlonda Loechler, Miranda Muller, Missy McRay, Paul Eidenschink, Amy Appel, Adam Feils

Staff: Alice Henderson

City Council Member: Lindsay Hammer-Bartley

The meeting was called to order by Youlonda at 7:00 PM. The meeting was held online due to COVID-19.

Trustee Eidenschink was sworn in.

Election of Officers:

- Youlonda volunteered as President
- Missy volunteered as Vice President
- Miranda volunteered as Secretary

A motion was made by Amy and seconded by Paul to approve officers. Motion carried unanimously via roll call vote.

A motion was made by Miranda and seconded by Missy to approve the agenda. Motion carried unanimously via roll call vote.

A motion was made by Youlonda and seconded by Paul to approve the consent agenda as follows:

- Board Minutes 12/15/20
- Director's Report
- Plainview Volunteer League Report
- Acknowledgement of Donations
 - Foresight Bank
 - Sandy Todd
 - Connie Welti
 - David and Judy Knecht
 - Noa and Maya Funk
 - Bob and Sue Tangen

Payment of Bills

A motion was made by Missy and seconded by Amy to approve the Payables by Payee in the amount of \$6,251.64. Motion carried unanimously via roll call vote.

Unfinished Business

New Business

- A. Foundation Quarterly Report Update: Foundation representative, Mary Schneider, will retain \$3000 in savings and invest the remaining balance at the best rate that allows for something to come due within a year.

Next meeting is set for February 16, 2021.

Motion to adjourn was made by Missy and seconded by Adam at 7:12 PM. Motion carried unanimously via roll call vote.

EDA DIRECTOR UPDATE

February 2021

An update on activities that are or were in process, or completed in February 2021 includes:

- SMIF SMALL TOWN GRANT 2021 – At their January meeting, the EDA Board had approved using the balance of funds (\$11,824) remaining in the 2019 SMIF Small Town grant for “Strategic Doing” project(s). The EDA Director worked with Pam Bishop, SMIF Vice-President Economic Development, to determine potential focuses for projects.
 - After SMIF approved use of funds for marketing and community development projects, the EDA Director had to resubmit the grant. SMIF approved the new grant activities March 10th.
 - Work will begin immediately on the Marketing Project, which will include an “Explore Plainview” visitors’ brochure and Plainview mobile app. Marketing group participants will determine the rest of the project activities via the Strategic Doing training.
 - Participants are still needed for the Community Development Project. The EDA Director is currently doing outreach to community groups to find individuals willing to go through the Strategic Doing training. She is also exploring feasibility for project ideas that have been suggested.
- HOUSING/DEVELOPMENT: PADCO continues to work on options for development of the 9.22 parcel it owns on south Hwy. 42. The Board met twice in February, and the EDA is providing administrative support.
- MAIN STREET/NEXT GEN REVOLVING LOAN FUND: Plainview restaurants that had applied to the Wabasha County COVID Relief program received grants in February. Since other eligible Plainview businesses with Next Gen loans did not receive assistance, the Plainview EDA voted to suspend payments (principal and interest) for six months if requested to do so by Next Gen loan clients.
- BUSINESS CENTER: Work on the remodeling of the 608 sq. ft. “Parts Room” was delayed by the extreme cold in February. Remodeling is set to begin. The finished space will include a 5’ x 9’ exterior window, new flooring, walls and heating unit and an upgrade to the insulation for the entire space. EDA anticipates the space will be ready for occupancy late spring or early summer.
- MEETINGS: The EDA and PADCO continue to meet remotely with the EDA Director providing administrative support to both Boards. EDA has upgraded its meeting format to videoconferencing.
- EDA ANNUAL REPORT: The EDA Board approved the final 2020 EDA Annual report and 2021 EDA Work Plan at their February 2021 meeting. Board members decided to update EDA Strategic Goals to conform to the goals specified in the 2019 Plainview Comprehensive Plan. A Board sub-committee is in the process of developing Objectives and Activities for the new EDA goals.
- ORGANIZATIONAL WORK: The EDA learned about the City Planner position recently and will need to make adjustments. The Board is looking forward to receiving more information.

Plainview Economic Development Authority

Balance Sheet

As of December 31, 2020

	Dec 31, 20	Dec 31, 19
ASSETS		
Current Assets		
Checking/Savings		
Checking-General 846	73,089.43	69,488.88
Checking-Next Gen 854	8,896.86	48,655.06
Total Checking/Savings	81,986.29	118,143.94
Total Current Assets	81,986.29	118,143.94
Fixed Assets		
Furniture and Equipment	1,200.00	1,200.00
Plainview Business Center	125,000.00	125,000.00
Total Fixed Assets	126,200.00	126,200.00
Other Assets		
Loans receivable		
42 N Main Commons	13,503.61	15,083.98
LeVan Norton Enterprises	50,000.00	0.00
R&L Partnership	20,006.14	23,145.38
Rahman #2	4,397.54	5,861.72
Strain/Piece by Piece	15,663.65	18,743.74
Total Loans receivable	103,570.94	62,834.82
Total Other Assets	103,570.94	62,834.82
TOTAL ASSETS	311,757.23	307,178.76
LIABILITIES & EQUITY		
Equity		
Unrestricted Net Assets	307,178.76	287,613.50
Net Income	4,578.47	19,565.26
Total Equity	311,757.23	307,178.76
TOTAL LIABILITIES & EQUITY	311,757.23	307,178.76

Plainview Economic Development Authority
2020
ANNUAL REPORT
(Jan. 1, 2020-Dec. 31, 2020)

The 2020 Plainview EDA Annual Report measures the outcomes achieved through EDA and business community activities towards the following strategic planning goals:

Strategic Planning Goal	Anticipated Outcomes
Goal 1: Housing - Improve housing options for low and middle-income families and retirees and increase number of new residents.	1) Develop 2-3 housing incentives for developers and homebuyers by December 2010; and 2) Increase population by 5% percent by 2020.
Goal 2 Business Expansion & Retention - Strengthen and retain businesses through business-led marketing of services that are feasible given Plainview's size. Work to attract a new or expand an existing manufacturing or retail business.	1) Fewer businesses closing than in the past few years; develop succession planning assistance to help ensure that existing businesses remain open when owners retire; and 2) One new manufacturing or retail business locates in Plainview or the equivalent in existing business expansion to occur annually
Goal 3 Promotion of the Community - Increased promotion of the positive attributes of the Plainview community to people inside and outside the area, to increase use of services, participation in events and patronage of area businesses – Ag Business, Events, Industry, Bike Trail, Pool, Schools, etc.	1) Increased use of services, increased participation in events and increased patronage of area businesses

2020 Activities and Outcomes

GOAL 1– HOUSING

➤ **HOUSING - Improve housing options for low- and middle-income families and retirees and increase number of new residents.** –

- The EDA supported housing goals in 2020 by:
 - **Townhomes on 5th St. SW:** Recommending transfer of funds from the Housing Development Fund to provide a loan to Judisch & Judisch for construction of two quadplex townhomes on 5th St. SW. The project was terminated before the loan was completed because the developer was not able to buy the lots. Instead of townhomes, two single family homes were built on the two 5th St. SW lots.
 - **LeVan Option:** Continuing work on a collaboration to develop 24 lots in LeVan Acres. Planning efforts were discontinued in June when the landowner would not set a per acre price. Focus of development then shifted to Hwy. 42 South.

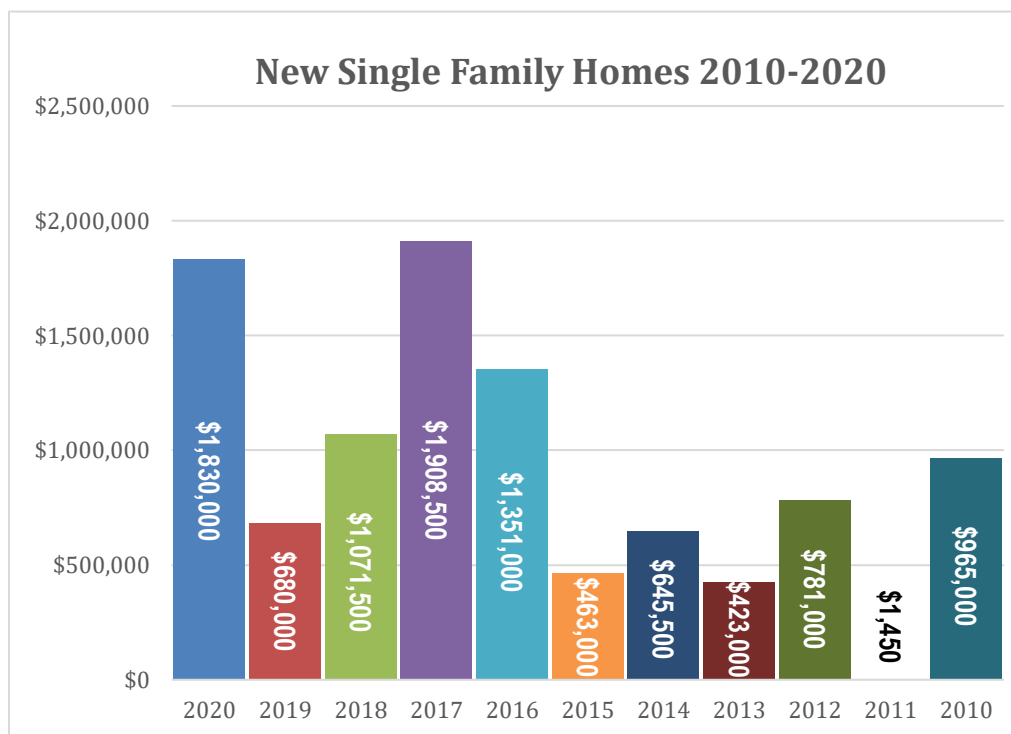
- PADCO was asked to facilitate the public/private partnership in which lots in the LeVan sub-division would be pre-sold to local contractors who would receive up to \$5,000 in subsidies from the EDA and PADCO. The subsidies would be refunded to these organizations via tax abatement. Money from the new Rental Housing Development fund would pay for infrastructure (roads, sewer & water). Final price to contractors or new homeowners was ballparked at \$29,000 to \$31,000 per lot.
- **New Housing Option in “Old Town”:** Developing an Accessory Dwelling Policy, which was approved by Council and added to City Code in 2020. This policy allows secondary housing units to be added to existing properties to provide additional housing units.

Other housing activities supported by the EDA include:

- **Hwy. 42 South development:** PADCO bought the 9.22 acre parcel that is located along Hwy. 42 S and bound to the west by the road into the Piper Hills golf course from Al Ihde. Tony Montgomery Realty & Auction bought the 12.8 parcel along Hwy. 42 S bound by County. Rd. 4 to the east from the Mason estate. Both entities are working on development plans with the goal of expanding Plainview’s inventory of buildable lots.
- **East Winds II Subdivision:** PK Meyer Builders added four new homes, with a fifth under construction in 2020. Eleven lots remain in East Winds II, which is a TIF district that provides lots for entry level home buyers.

Other EDA activities:

- **EDA’s Statutory Housing Mandate:** The EDA Board spent considerable time discussing Statute 469.001, which restricts EDA’s scope of activity to increasing the supply of safe, affordable housing for low- to moderate-income households. The EDA continued to explore the option of financing rental housing through a partnership with Three Rivers CAP on a Low-Income Housing Tax Credit (LIHTC) project, but Plainview did not score high enough to qualify for federal funding. Other areas where the EDA can focus activities include housing incentives, down payment support and linking first-time homeowners to all available programs.



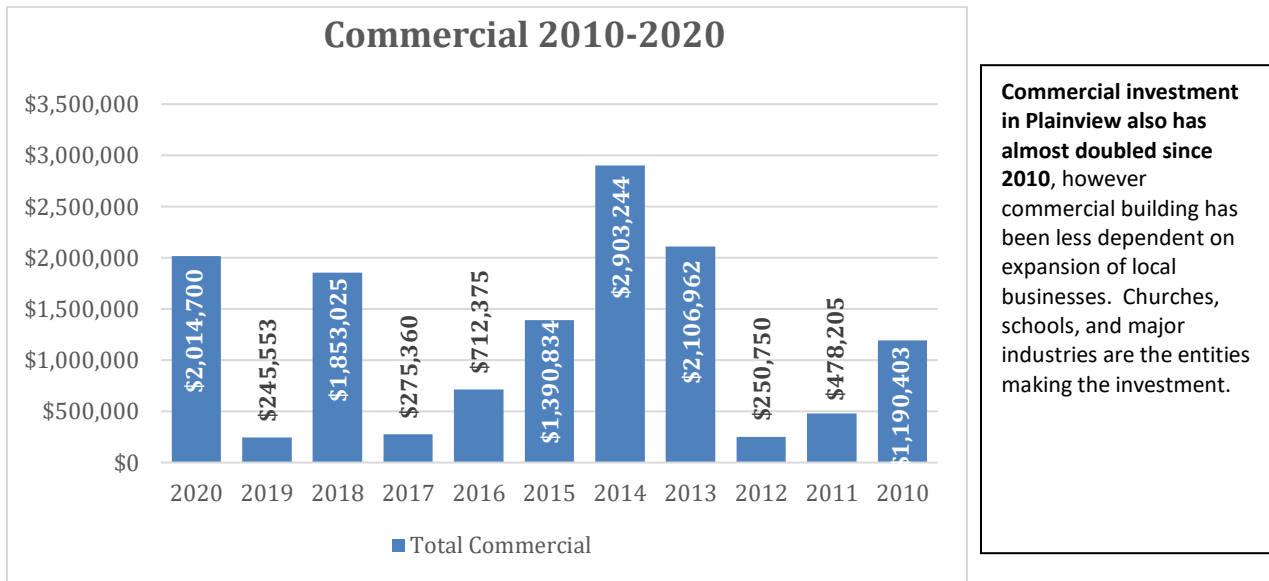
Housing in Plainview took a decade to recover after the Great Recession of 2009. The value of new homes added in 2020 to Plainview’s property tax base has almost doubled since 2010. While this is growth in the right direction, it should be noted that the median cost of new homes has increased.

GOAL 2 – BUSINESS EXPANSION & RETENTION –

➤ START-UP/EXPANSION - Add one new or expanding business each year–

- **New Businesses:** A total of three new businesses opened in Plainview in 2020.
 - The EDA provided a Next Generation Loan to *TJ's Tavern* in 2020 to assist Tyler Norton and Jeff LeVan to acquire the former Plainview Municipal Liquor Store.
 - Brent Beck has opened *Storage Near Me* in the former Haley Warehouse on 1st Ave. SW.
 - Shantelle Speedling bought the former Mallard Seed/First Natl. Bank building at 311 West Broadway and hopes to open *Young Love Floral & Finds* in early 2021.
- The EDA did a review of rents and leases in the downtown area and decided to keep lease and rent amounts for Plainview Business Center tenants at their 2019 amounts.
- **COVID relief:** The pandemic has created multiple challenges for almost every business. To help businesses access financial assistance, the EDA contacted businesses with information and added links to resources to the EDA website.
 - **Promotion:** The EDA also wrote several news stories for the Plainview News about SBA, DEED and County financial assistance programs.
 - **SBA PPP, EIDL and other federal programs:** The EDA referred businesses to their accountants and local banks for specific assistance after the initial rollout of programs in early spring.
 - Plainview had a total of 130 businesses who received Paycheck Protection Program grant/loans under \$150,000 totaling \$1,354,767. Two businesses received awards between \$1 and \$2 million; one business received an award between \$350,000 and \$1 million, and three businesses received awards between \$150,000 and \$350,000.
 - **State CARES Act grants:** The EDA also provided information and promoted the CARES Act business grants that the city made available through SEMMCRA in October 2020.
 - The EDA recommended that a portion of the \$255,177 the city received in state CARES Act funds be used for grants to local businesses, non-profits, and residents with immediate housing needs. The City allocated funds to different uses, moving \$60,000 to SEMMCHRA for Plainview businesses.
 - SEMMCHRA received grant applications from eight Plainview businesses. Two applications were denied.
 - Six applications received grant awards totaling \$43,379 of the \$60,000 transferred to SEMMCHRA.
 - **Information & Referral:** The EDA Director provided ongoing information to bars, retail, restaurants, and gym businesses.
- **Local COVID relief:** The EDA Board has been concerned about the local businesses most affected by the mandated closures from March to June 2020 and November 2020 to January 2021 (restaurants, bars, and other businesses of “public accommodation”).
 - USDA-Rural Development allowed revolving loan funds modify their terms (*lowering your interest rate, deferring payments for existing or new borrowers, expanding the type of eligible loans, or revising collateral requirements*) but specified that there had to be a reasonable expectation of repayment. Since the EDA Next Gen loan already was offered at a low rate with flexible terms, the Board chose to wait to see what federal and state assistance offer.
 - EDA Next Gen clients were given the option of suspending payments; one client stopped making payments until October. The EDA Director continues to monitor clients as COVID continues to impact businesses.
 - The EDA Board explored providing boulevard sandwich boards to restaurants and raising grant funds for a city telecom center. Both projects were set aside due to insufficient need.

- The EDA provided support to Lakeside Foods in April-June as it explored adding an RV park on Lakeside property to provide adequate housing for its workforce in the event of a COVID outbreak. The EDA also was kept apprised of developments in July when a citywide outbreak of COVID affected Lakeside workers.



GOAL 4 – PROMOTION OF THE POSITIVE ATTRIBUTES OF PLAINVIEW

- **MARKETING/COMMUNITY DEVELOPMENT**- Increased promotion of the positive attributes of the Plainview community to people inside and outside the area, to increase use of services, participation in events and patronage of area businesses – Ag Business, Events, Industry, Theatre, Bike Trail, Pool, Schools, etc.
 - **West Broadway Banner Project/City Identity Package** - The banner project from 2019 continued into 2020 because of technical difficulties. Both Bolton-Menck and Plainview’s Public Works Department worked with the EDA and banner company to finally get the banners redone and mounted on the new streetlights in late June when the high school graduation banners came down.
 - **MnDOT Community Roadside Landscaping Partnership Program** – The Year 2 project for Plainview’s MnDOT landscape partnership was completed in September in its new location by Trailhead Park. The EDA worked with Public Works and volunteers to coordinate the Planting Day. A Year 3 project is not being considered at this time. Issues preventing another volunteer project include: the additional work generated by new plantings, lack of volunteers, and issues around location for final planting.
 - **Southern Minnesota Initiative Foundation – Small Town Grant** – COVID and staffing changes at the city level prevented a successful completion of the Small Town Grant work. The EDA Director summarized key informant interviews, survey results and data for the grant report submitted to SMIF in July. The EDA developed and printed a Resident’s Booklet to support the grant’s goal of greater information access.
 - SMIF contacted the EDA in December to propose that the balance of the grant funds be used in Plainview for another grant project.

EDA 2021 Workplan

Area of activity (as relates to Strategic Planning Goals)	Proposed Activities	Anticipated Outcomes
Strategic Planning 2021	1. Update the Plainview EDA Strategic Plan by adopting the three Economic Development goals from the 2019 Plainview Comprehensive Plan.	1. Activities yet to be developed. The EDA Board plans to narrow the focus of activities so that plans match available resources.
Goal 1 -HOUSING	2. Continue to work on promotion of the Plainview Housing Development Fund for rental. 3. Advocate for review of the existing R1 (single family) zoning in Plainview and streamline the permitting process by considering a change to R2 in some R1 areas; or the inclusion of new language in R1 regulation that would allow for <u>multi-family</u> housing. 4. Work with builders/developers on promotion of new subdivisions. 5. Work with developers and CAP and housing agencies to secure down payment assistance for first-time or income-eligible home buyers. 6. Work with City, EDA, businesses, and developers to create an incentive package (Local Plainview Bucks, rebates, partially or fully waived WAC/SAC, trees?) for new home buyers; and a more targeted retail incentive package for new residents 7. EDA advocates for incentives for infill lots, residential redevelopment, and high-density housing in transition and “old town – original plat” areas of town.	2. Direct mail to local developers and builders on availability of loans for rental. City approves one loan from the Fund. 3. City approves zoning change and inclusion of new language to change the process so that variances, public hearings, and conditional use permit (CUP) applications are reduced to streamline permitting. 2-10 new housing units are added in next two years. 4. Builders contribute to a multi-media Plainview promotion that includes online resources. 5. Down payment assistance is secured through Three Rivers for TIF eligible home buyers in East Winds. 6. EDA puts together a “Welcome to Plainview package for new homeowners and new residents. 7. City discusses advisability of incentives for infill lots; and contributes to development of promotional pieces on ADUs. City reviews zoning for areas where higher density housing is an option to increase availability of rental units.

Area of activity (as relates to Strategic Planning Goals)	Proposed Activities	Anticipated Outcomes
Goal 2 – SUPPORT TO BUSINESS COMMUNITY	1.EDA supports informal business support group and facilitates regular business events, publications, and rural retail promotions. 2.EDA evaluates cost and efficacy of online resources to include short promotional videos and mobile aps, and print publications. EDA creates and implements a marketing plan that includes promotional materials. 3.EDA works to increase cooperation and coordination with school. 4.Continue to provide space in Business Center for start-ups businesses.	1. City and local businesses participate in activities. 2. EDA leverages \$1,500 in 2021 budget to raise funds from other entities to create promotional consortium (retail, developers, city, school, and non-profits) Local organizations and businesses contribute content and assist with cost. 3. School provides information and access to events so businesses can reach potential customers. 4. Old Parts room (608 sq. ft.) is remodeled for office or retail use.
Goal 4 – PROMOTING PLAINVIEW	1. EDA facilitates Strategic Doing training. 2. EDA participates in promotional activities and pursues grants for community events. 3. EDA assists city and city departments with projects that promote Plainview	1. At least one Strategic Doing work group is activated in a project that addresses local issue. 2. EDA finds partner for SEMAC grant. Applies for other grant funds as feasible. 3. EDA works with Parks Board to produce Walking Trail map.

EDA Board Meeting

January 19, 2021

Via FreeConferenceCall.com

- I. **CALL TO ORDER** - The January 19, 2021 meeting of the EDA Board of Directors was convened at 6:32 p.m. by Board President John Coons.

Present – John Coons, Carrie Eversman, Steve Sawyer, Marie Zabel-Stelling and Will Harrington;

Council Representatives – Aaron Luckstein and Holly Reeves - *Quorum present*

Also attending was Judith Jordan, EDA Director.

In introductory remarks, the Council reps were informed that they are voting members of the EDA Board of Commissioners.

- II. **APPROVAL OF AGENDA** – The agenda for the January 19, 2021 EDA Board of Commissioners meeting was approved with the following motion:

MOTION: Steve Sawyer made a motion to approve the January 19th, 2021 Board of Commissioners meeting agenda as submitted. Will Harrington seconded the motion, which was approved unanimously.

- III. **APPROVAL OF EDA BOARD MINUTES** – The minutes of the November 2020 Board of Commissioners meeting were approved with the following motion:

MOTION: Carrie Eversman made a motion to approve the minutes from the November 17, 2020 EDA Board of Commissioners meeting minutes as submitted. Steve Sawyer seconded the motion, which was approved unanimously.

IV. **NEW BUSINESS**

- A. **2020 year-end Wrap-Up** – The EDA Director requested that members send her an email stating their perspectives on the work done in 2020 for the EDA Annual Report to City Council due by March 1, 2021.¹

- B. **Discussion of “Strategic Doing”** –The EDA Director presented information about the Southern Minnesota Initiative Foundation’s (SMIF) request that Plainview use the balance of unspent 2019-2020 Small Town Grant funds, which total about \$10,000, on the “Strategic Doing” Community Development Training developed by Agile Strategy Lab². She said that Foundation V.P. Pam Bishop recommended the training because it was short and project-focused leading to action steps and implementation in the first 30 days. She also said that it could be used for a variety of purposes and audiences including training a new cohort of volunteers. The Director asked if any Board members would want to be on a conference call with the trainer and SMIF.

She said EDA involvement in “Strategic Doing” would be to recruit people who wanted to be trained and to provide support to them. The trained group would then choose their focus area and project.

Discussion points included:

- Hasn’t Plainview already trained people through the Blandin Leadership Training and Small Town Grant activities? What’s the difference between Blandin and Strategic Doing?

¹ Because of the unusual circumstances in which meetings have been conducted and the limitations on work in the community, the Director requested that members share their viewpoint on the major work of the Board, which predominately was discussion of housing, the EDA’s statutory charge, and efforts to achieve consensus about services and beneficiaries.

² Trainers SMIF recommended talking to are from Purdue University in Indiana.

- In light of the purchase of the Hwy. 42 parcel by PADCO and purchase of other land in this area by another developer, as well as the (Dec. 11, 2018) meeting with developers, city and EDA, does the EDA need to develop “targets to put in front of a group” to narrow the focus before any more strategic planning occurs?
- Do we try and pull PADCO, Council, EDA, developers and other interested parties together to develop a high-level plan?
- How do we coordinate between City Council, EDA, PADCO, developers, realtors and businesses?
- Is Strategic Doing the right tool? Or can Blandin trained people do the planning work?
- Agreement that the EDA needs to “narrow its focus” and show “concrete results.” This means saying no to some projects.
- Another Board member commented on the value of strategic planning in terms of having vision, mission and values align so that we’re strategically investing the limited resources of our businesses and city.
 - It was noted that every training uses slightly different terminology, so that when you have people trained in multiple techniques and strategies, they may get tripped up using terms interchangeably, which can lead to misunderstanding.

Consensus was that the Director should ask SMIF what other options we have for using the funds? Further exploration of Strategic Doings through information gathering was also approved.

- C. Development Partnership Option / USDA RDBG –** The Director outlined the USDA Rural Business Development Grant option saying that the Plainview EDA can apply for one more RDBG grant in the area of training. She noted that Incubators that have been started after Plainview established its Incubator offer training programs, coaching and entrepreneurial support, while Plainview offers space and physical support to start-ups.

Considerations for submitting a grant are: 1) the grant may be due in April; 2) the grant will require match of 51% of project cost; 3) the EDA has about \$20,000 in reserves; and 4) other grant activities include strategic planning.

In discussion, members asked or stated:

- that a grant funded training sounds like step 2 or 3 after a plan is formed.
- Is an outside facilitator needed to help local groups evaluate their short list of projects?
- Do local residents with strategic planning skill sets have time to do the planning work as a volunteer?

After some discussion of previous efforts and limitations, the question asked was “Do we as a group try and coordinate our own approach to strategic planning prior to bringing in an external resource?”

The Director said that the RDBG can be used for other types of activities that include ‘acquisition or development of land, easements, or rights of way,’ ‘community economic development,’ and “Long-term business strategic planning.”

The discussion concluded with a request for EDA Board members to send their thoughts on strategic planning and EDA priorities regarding Plainview to the Director for the next meeting. She will compile members viewpoints and look for resources that could be available fairly soon.

The Director will also contact SMIF to see if the remaining Small Town Grant funds can be used for planning?

V. OLD BUSINESS

- A. **Remodeling Options** -The Board reviewed adjusted estimates from KBS of \$24,343 and Michael Haack of \$8,490 to upgrade the “Old Parts Room” to retail or office space³ With heating, electrical and materials added to the contractors’ pricing, the remodel costs were: KBS - \$31,026 and Haack - \$15,278. Board members asked about contractor availability, aspects of the remodel, and heating/cooling issues that relate to insulation of the foundation and flooring. Other questions included whether the space would rent within a year. Discussion concluded with the following motion:

MOTION: Will Harrington made a motion to accept the Michael Haack estimate on remodeling the Parts Room. Carrie Eversman seconded the motion, which was approved unanimously.

V. OTHER

- A. **Hwy. 42 Investment Option** – The EDA Director gave the Board details on the option of becoming a part owner of one of the two commercial lots PADCO may own in the Hwy. 42 development. She said the EDA has approximately \$18,000 that could be invested. Other ways of supporting the project might include USDA RBDG, which allows acquisition and development of property. Another grant options might be a Community Facilities Grant/Loan for development of the park.

Questions asked by Board members and their answers were as follows:

- Does the Hwy. 42 project need eda investment in order to go forward? No, the project is moving forward as a private development.
- How much would the EDA have to invest? \$70,000 could make the EDA half owner of one commercial lot.
- Does the EDA have to be an owner to pursue grants? No, if we want to help development of the park, it would be given to the city and that would allow the city to pursue grant funds for park development.
- If the EDA becomes a part owner, would the EDA be one of the “patient money” owners, i.e. repayment could be many years off? Yes.

Consensus was to keep informed about progress on the Hwy. 42 project and look for ways to support it after the owners have finalized their development plan.

- B. **EDA Update** – The Director highlighted new businesses in town: Young Love Floral & Finds and Storage Near Me.

VI. Adjournment

MOTION: Carrie Eversman made a motion to adjourn the meeting. Marie Zabel seconded the motion, which was approved unanimously on a voice vote.

The meeting adjourned at 8:06 p.m.

Meeting minutes respectfully submitted by Judith O. Jordan, EDA Director on January 25, 2021

³ Estimates were adjusted so that they were for same set of work. (3’x3’ window and flooring sub-floor install taken out of KBS estimate.

CITY OF PLAINVIEW PLANNING COMMISSION

February 2, 2021

Meeting Minutes

The February 2, 2021 meeting for the City of Plainview Planning Commission was called to order at 7:01 p.m. by Tom Wiener.

Members present: Tom Wiener, Adam Daschner, Ben Jacobs, Ann Liebenow-Anttila, and Jim Walkes.

Members absent: Roger Durgin.

Staff members present: City Administrator David Todd, City Clerk Carol Kujath, Deputy Clerk Kayla Hall, and Public Works Director Shane Loftus.

Guest in attendance: Les Conway with WSE/Massey, Lucas Marshman, Brian Malm and Harry Davis with Bolton & Menk, Barb Ranta, and Chad Gelner.

Motion by Ben Jacobs, second by Jim Walkes to approve the agenda. Motion carried. The December 15, 2020 minutes were approved without any corrections or amendments.

Marshman Addition -Preliminary Plat:

Commission Chairman, Tom Wiener opened the public hearing at 7:03 p.m. to hear testimony regarding the proposed Preliminary Plat for the Marshman Addition located at the Northwest corner of 8th St NE and East Broadway/CSAH8.

-Barb Ranta – 655 1st Ave NE – Concerned about what type of houses. Did not want apartments put in these lots. Asked about an alley between current and new housing.

-Les Conway – WSE/Massey – Single family homes, and there is not a plan for an alley.

-Les Conway – WSE/Massey – For the corner lot, setbacks will depend on which way the house will be facing. If the front of the house faces Co. 8 it will align with existing houses on Co. 8, and if the front of the house faces 8th street the front of the house will align with existing houses on 8th street. Plat will show both side yard and front yard setbacks.

Ann Liebenow – Questioned the wording on MnDOT standards, and future maintenance, including snow removal, replacement, or improvements of sidewalk within the right-of-way of County 8 would be the sole responsibility of the City.

Brian Malm – Bolton & Menk – The citizens will be responsible for snow removal on sidewalks.

Harry Davis – Discussed the City Code and setback for corner lots.

Les Conway – WSE/Massey – Discussed the county right-of-way, and the county setbacks.

Motion by Jacobs, second by Walkes to close the public hearing. Motion carried. Public hearing closed at 7:09 p.m.

Motion by Ann Liebenow, second by Jim Walkes to forward the Preliminary Plat for the Marshman Addition to the City Council recommending approval, subject to conditions and contingencies in the permit, and based on the findings therein.

The conditions are as follows:

1. A recommendation that the proposed preliminary plat does not conflict with any conditions listed in Section 620.4 of the Plainview City Code, and thus approval of the preliminary plat is appropriate. *Staff recommends in favor of this recommendation.*
2. A recommendation addressing the County Engineer's comments and that the City will accept responsibility for future maintenance or replacement of storm sewer beyond the extents of the existing culverts maintained by the County, as well as future maintenance (including snow removal), replacement, or improvements of sidewalk (additional to existing) within the right-of-way of County Road 8 (East Broadway). *Staff recommends in favor of this recommendation.*
3. Prior to City Council review:
 - a. The applicant shall show the correct setbacks on the preliminary plat.
 - b. The applicant shall revise the proposed drainage design to meet City and County requirements for storm sewer and revise the proposed grading plan accordingly.
 - c. The applicant shall revise the plan to include the installation of sump pump services to each lot in accordance with City standards.
 - d. The applicant shall comply with County requirements related to sidewalk and pedestrian

ramp design for the sidewalk within the County Road 8 (East Broadway) right-of-way.

4. A Development Agreement to install the required infrastructure improvements necessary to support development on lots within the proposed subdivision will be required as a condition of Final Plat approval in accordance with City Code.

5. The parkland dedication cash in lieu of land amount proposed by the developer or applicant shall be verified, adjusted if required, and finalized as a part of the development agreement.

6. Easements included on the final plat shall conform with those shown on the preliminary plat, as well as any adjustments or additions determined to be needed by the City during preparation and review of final plans and specifications for the proposed subdivision improvements.

7. Any parkland dedication or cash in-lieu of land amount shown on the preliminary plat and proposed by the developer or applicant shall be verified, adjusted if required, and finalized as a part of the development agreement.

8. All other comments or conditions from city departments, franchise service and utility providers, or other authorities with jurisdiction over this development shall apply to this development.

9. Unless earlier rescinded by the City Council, approval of a preliminary plat is limited to a period of one year, after which time the applicant is required to resubmit a preliminary plat. Upon application filed with the City Clerk, the City Council may continue the approval for an additional period of time. The application shall be filed at least 20 days prior to expiration of the approval of the preliminary plat. In the event the developer does not submit a final plat for approval within this time limits listed herein, the preliminary plat approval in this resolution shall expire.

Roll Call Vote:

Aye: Daschner, Walkes, Jacobs, Liebenow-Anttila

Nay: None

Recuse: Wiener

Absent: Durgin

Motion carried.

Open Discussion:

-Weiner – Would like to have regular monthly Planning and Zoning meetings.

-Walkes – Agreed with the monthly meetings, and if there is nothing on the agenda, can cancel the meeting for the month.

Planning & Zoning Terms:

Clerk Kujath explained commission terms for Tom Weiner and Jim Walkes expired 12/31/2020. Both agreed to remain on the Planning & Zoning Commission for another 3-year term.

Motion made by Jacobs, second by Walkes to adjourn.

Motion carried unanimously. 7:17 p.m.



Planning & Zoning Commissioner



City Clerk

3/2/2020
Date

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM: Administrator 6-month Evaluation	AGENDA SECTION: Consent
PREPARED BY:	AGENDA NO. 6.E.
ATTACHMENTS:	APPROVED BY: H.R./L. H-B.
RECOMMENDED ACTION: 1. Motion to approve Administrator Todd's salary increase by 1.5%, retroactive to February 21, 2021.	

To: Plainview City Council

From: Personnel Committee

Re: City Administrator 6-month Performance Evaluation

Date: February 26, 2021

On Friday February 26, 2021, Plainview Personnel Committee (Council Members Holly Reeve and Lindsay Hammer Bartley) conducted a six-month performance evaluation of City Administrator David Todd. The review consisted of a self-assessment and staff feedback. The outcome of the review was positive and included a discussion of performance objectives and mutually agreed upon goals. Overall Administrator Todd is meeting performance expectations for his first six months in the role. Moving forward staff and council expectations include increased community involvement with the understanding the pandemic has prevented much of this so far.

A positive salary adjustment in the amount of 1.5% following the first six months in the role of administrator, is recommended. This action is in accordance with contract expectations at the time of hire in August of 2020. The increase will be retroactive to February 21st, 2021.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM: Final Plat Marshman Addition	AGENDA SECTION: New Business
PREPARED BY: David Todd, City Administrator	AGENDA NO. 8.A.
ATTACHMENTS: Resolution 2021-07	APPROVED BY: DT
RECOMMENDED ACTION: Motion to approve resolution 2021-07 with conditions for the final plat of Marshman Addition	

SUMMARY

Lucas Marshman ("Applicant") has made application to the City of Plainview for a subdivision to be named Marshman Addition located in the east portion of the city. The request by the applicant is for 4 single-family lots. The lot sizes will be between 10,970 square feet and 14,500 square feet with a range of lot widths (street frontage) between 74 feet and 90 feet. The overall density for the development will be just over 3.4 homes per acre. As detailed below and further within this report, the applicant will adhere to R2 zoning designation standards.

A public hearing was advertised for February 2nd, 2021 at a special meeting of the Planning and Zoning Commission meeting whereby the preliminary plat was discussed, and public input was heard. At Planning Commission meeting on March 2nd, 2021, the plat was reviewed and the Commission, by a vote of 3-0-1, forwarded it to City Council recommending approval, contingent on a development agreement between the City and the developer. A public Hearing for the Marshman Addition Final Plat is scheduled for March 16th, 2021 at a special meeting of the City Council. Bolton and Menk's staff report is attached to the council packet.

**MEMORANDUM**

Date: March 10, 2021
To: City of Plainview City Council
From: Harry Davis, AICP
Brian Malm, P.E.
Subject: Marshman Addition – Final Plat Application
City of Plainview

Meeting Date: March 16, 2021

Request:

Applicants: WSE/Massey Engineering & Surveying
Owner: Lucas Marshman
Property Location: Northwest corner of 8th St NE and East Broadway/CSAH 8
Property ID: 26.01415.00

Background:

The subject property is located in the E part of Plainview, at the northwest corner of 8th St NE and East Broadway/CSAH 8. The property is approximately 1.18 acres, is Lot 1 Block 1 of Harvest Ridge Subdivision, and bound by residential development to the north and west, unbuilt lots of Harvest Ridge to the east, and large lot residential and agricultural property to the south. The property is zoned R-2.

Table 1

Direction	Land Use	Zoning
North	Single-family homes	R-2, Residential
South	Large lot residential; Agriculture	R-1, Residential
East	Single-family home; Undeveloped	R-2, Residential
West	Single-family homes	R-1, Residential

Request:

The request by the applicant is for approval of 4 single-family lots. Earlier this year, the applicant received preliminary plat approval by City Council to move forward on this development. Like last time this project was reviewed by the City Council, the lot sizes are proposed between 10,970 square feet and 14,500 square feet with a range of lot widths (street frontage) between 74 feet and 90 feet. The overall density for the development is proposed around 3.4 homes per acre. As detailed below and further within this report, the applicant will adhere to R-2 zoning:

Table 2

	Current Minimum Requirement	Proposed Minimum Requirement
Lot Area Single-family	6,000 sq. ft.	6,000 sq. ft.
Lot Width	60 feet	60 feet
Zoning Setbacks	Front: 25 feet (from ROW) Back: 15 feet Side: 5 feet (10 feet total)	Front: 25 feet (from ROW) Back: 15 feet Side: 5 feet (10 feet total)

Public Comment:

No public comment was received at the time of writing this report.

Neighborhood Notification:

All property owners were notified through a published bulletin in the paper on February 25, 2021 over ten days before City Council that a public meeting would be held on March 9, 2021. Once it was determined that City Council could not meet on March 9th, the City gave public notice that the City Council meeting would be moved to March 16th, 2021.

Infrastructure:

Streets: The subject parcel has access to 8th St. NE, a divided boulevard, and East Broadway (CSAH 8).

Water: 8-inch diameter water lines can be found along 8th St. NE and East Broadway. A 6-inch diameter water line runs within the utility easement on the north side of the property. Water services were previously stubbed out for future lots in this area.

Sewer: An 8-inch sanitary sewer can be found along 8th St. NE. Sewer services were previously stubbed out for future lots in this area.

Drainage: This property is within a moderately vulnerable area of the City's Wellhead Protection, Drinking Water Supply Management Area (DWSMA). No wetlands or hydric soils are present on the property.

2040 Comprehensive Plan:

One of the land use goals in the comprehensive plan is to "encourage land uses, densities and regulations that promote efficient development patterns and relatively low municipal, state, and utility costs". A sub-goal under the goal above is to require coordination between growth and utility capacities (sewer, water, etc.). Under the housing goals in the comprehensive plan, there are various goals that address supporting a "variety of housing types and densities", "encourage a range of housing ... [fitting community] character", and "maintain and enhance the quality of Plainview's homes and neighborhoods".

The Future Land Use Map designates the subject property as Residential.

Staff Findings:

1. A determination of whether the proposed final plat meets zoning and overlay requirements.
Finding: The lots in the proposed Marshman Addition meet zoning requirements for lot area, frontage, setbacks, and uses in R-2 zoning. Setbacks are not indicated on final plats. As a note, corner lots shall have front setbacks along street frontages

and all other setbacks shall be side yards. One of the front setbacks shall be half the requirement of a typical setback. This is a requirement for corner lots and front yards under Section 607.

2. A determination of whether the proposed final plat meets subdivision development standards.
Finding:

Easements: The applicant has utilized existing easements and right-of-way as well as proposed additional easements. All easements as proposed meet code requirements.

Parkland Dedication: The applicant has proposed fees in-lieu of parkland dedication. They have calculated their undeveloped land value (exclusive of utility costs; inclusive of grading and seeding) at \$80,000 for approximately 1.18 acres. At 8%, the applicant's proposal is to pay \$6,400 for fees in-lieu of parkland dedication. Staff agrees with their assessment and a final amount will be calculated in the development agreement to be paid along with other city fees.

Variances: The applicant has not submitted any variances.

Lot Configurations: The applicant has proposed lot configurations that generally meet code requirements.

Block and Street Configuration/Design: The applicant has generally proposed block lengths and configurations that meet code.

Required Improvements: The applicant is not proposing any new streets, but will need to place sidewalk along all street frontages. Sidewalk width along County Road 8 (East Broadway) shall be 5-feet wide with location as approved by the County. Sidewalk width and location along 8th St. NE shall be 5-feet wide and 6-inches from the edge of right-of-way in conformance with the typical residential street section.

Storm sewer improvements will be required to convey drainage from an existing 21-inch County culvert under County Road 8 (East Broadway) to an existing 24-inch City culvert under 8th Street NE. Inlets may be required to collect drainage from the proposed lots, depending on proposed lot grading, if drainage from lots is not able to flow onto 8th Street NE. A minimum 21-inch round, or equivalent size arch shape, RCP storm sewer would be required.

Sump pump services will be required for each lot according to the City standard detail. A subdrain outlet pipe (6-inch if shared, 4-inch if individual), connected to the proposed storm sewer, should be installed to provide an outlet for the sump pump services.

The applicant has submitted construction plans and specifications addressing these requirements. The City Engineer has reviewed and approves of these plans and specifications.

Other Jurisdictional Approvals: This development is subject to all local, county, and state requirements for development. Failure to receive necessary approvals

will render any plat approval null and void. The County Engineer has made some comments about the proposal that should be addressed prior to approval:

- a) The culvert under County 8 is a 21" RCP (round). Please size the proposed driveway culverts and/or driveway finish surface elevation as necessary for the drainage area and to not influence drainage from County 8. The proposed grading plan indicate two sizes (2) 18" and downstream (2) 12" (this would seem to be in error). If a buried storm sewer is being considered, it is recommended a manhole be constructed at connections to existing culverts and/or directional changes in pipe. Future maintenance or replacement of culverts or drainage structures beyond the extents of the existing culverts maintained by the County would be the sole responsibility of the City.
- b) Property tile lines or sump outlets shall not be cut into curb/gutter line or otherwise flow overland onto street(s).
- c) Driveway slopes are required to be less than 2% in areas with planned sidewalk or (in the case of along County Hwy 8) where future sidewalk may be constructed. This requirement is to enable planned and future construction of sidewalk to meet standards for constructed cross slope. Verify the crossing (ped ramp) it is directly across from the existing ped ramp to the east and with a ped ramp at a directional crossing (not a fan/diagonal design). MnDOT standards are noted but please verify elevations would enable construction of these standards. Future maintenance (including snow removal), replacement, or improvements of sidewalk (additional to existing) within the right of way of County 8 would be the sole responsibility of the City.

The applicant has submitted construction plans and specifications addressing these requirements. The City Engineer has reviewed and approves of these plans and specifications.

Denial of Plan and/or Plat: In the case of all subdivisions, the Planning Commission shall recommend denial of, and the City Council may deny, approval of a general development plan, preliminary or final plat if it makes any of the following findings:

- a) That the proposed subdivision, including the design, is in conflict with any adopted component of the Plainview Comprehensive Plan, Land Management Ordinance, Storm Water Pollution Control Ordinance, or any other provision of the City Code;
- b) That the physical characteristics of this site, including but not limited to topography, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site is not suitable for the type of development or use contemplated;
- c) That the site is not physically suitable for the proposed density of development;

- d) That the design of the subdivision or the proposed improvements is likely to cause substantial environmental damage;
- e) That the design of the subdivision or the type of improvements is likely to cause serious public health problems;
- f) That the design of the subdivision or the type of improvements will conflict with easements of record;
- g) That the design will create a significantly higher density than the surrounding areas;
- h) That the design will create an undue burden on the City's traffic system or water/wastewater infrastructure.

Staff does not believe that the subdivision should be denied as it does not violate any of the above findings.

Recommendation:

Staff and the Planning Commission recommend approval of the final plat to City Council, with the following conditions:

1. A determination that the proposed final plat does not conflict with any conditions listed in Section 620.4 of the Plainview City Code, and thus approval of the final plat is appropriate. *Staff and Planning Commission recommends in favor of this.*
2. A determination addressing the County Engineer's comments and that the City will accept responsibility for future maintenance or replacement of storm sewer beyond the extents of the existing culverts maintained by the County, as well as future maintenance (including snow removal), replacement, or improvements of sidewalk (additional to existing) within the right-of-way of County Road 8 (East Broadway). *Staff and Planning Commission recommends in favor of this.*
3. A determination that the included Development Agreement to install the required infrastructure improvements necessary to support development on lots within the proposed subdivision is acceptable. A signed Development Agreement is required prior to final plat approval. *Staff recommends in favor of this.*
4. A determination in support of the applicant's proposal to pay \$6,400 for fees in-lieu of parkland dedication. *Staff recommends in favor of this.*
5. Prior to final approval:
 - a. The applicant shall revise the construction plans for the proposed improvements, based on City Engineer comments, to conform with City and County requirements. *The applicant has submitted revised construction plans and specifications for the proposed improvements and the City Engineer approves of these plans and specifications.*
6. Easements included on the final plat shall conform with any adjustments or additions determined to be needed by the City during preparation and review of final plans and specifications for the proposed subdivision improvements. *The City Engineer has reviewed the proposed easement locations shown on the Final Plat and has determined them to be adequate.*
7. All other comments or conditions from city departments, franchise service and utility providers, or other authorities with jurisdiction over this development shall apply to this development.

Attachments:

- Draft Development Agreement
- Current Zoning Map
- Plainview Comprehensive Plan

Name: Marshman Addition Final Plat Application

Date: March 10, 2021

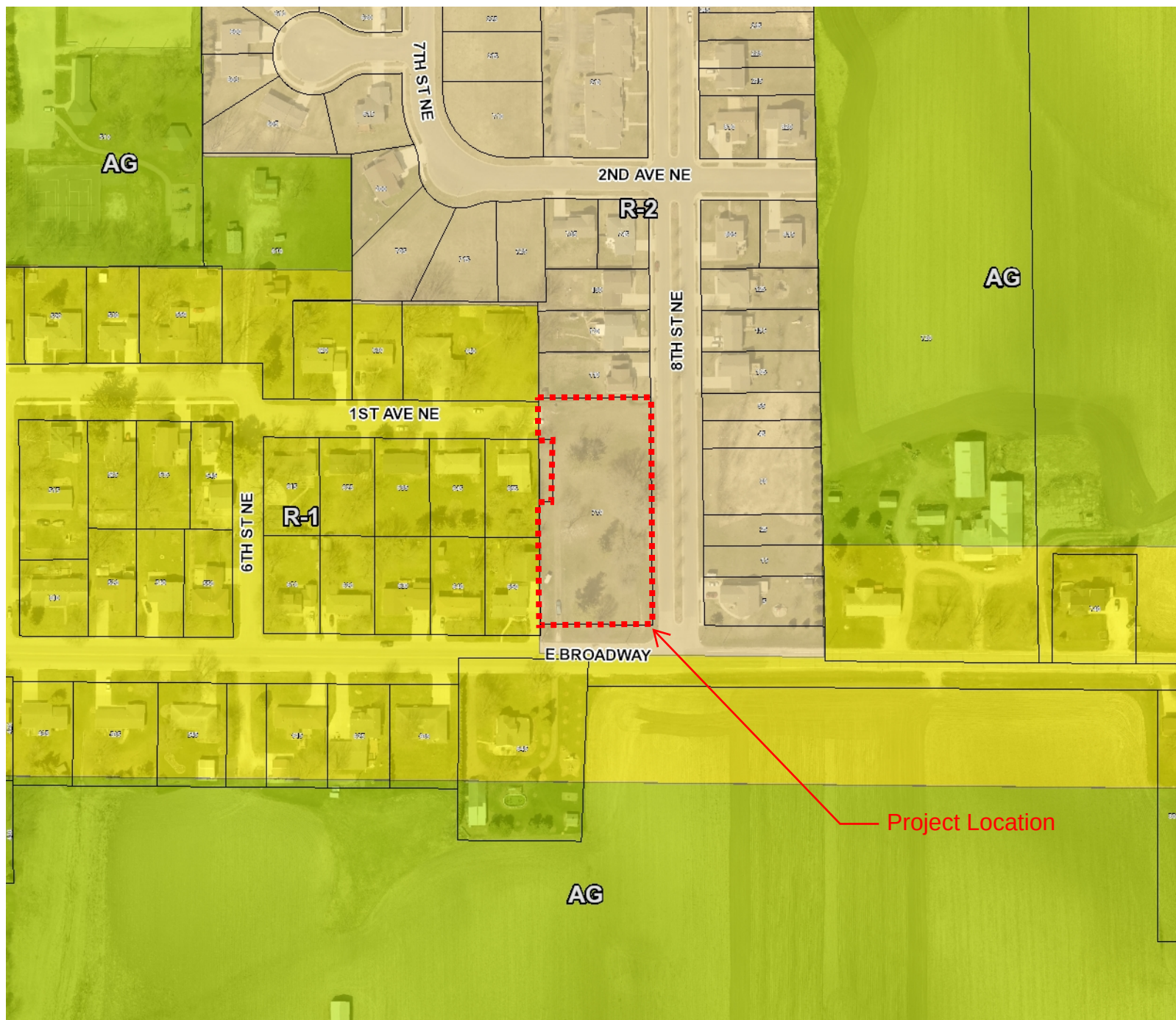
Page: 6

- Future Land Use Map
 - Environmental Resources
- Marshman Addition Final Plat
- Marshman Addition Grading Plan
- Harvest Ridge Subdivision Plat



Legend

- City Limits**
- Parcels (11/1/2020)
- Parcels
- Zoning**
- AG (Agricultural District)
- C-1 (Central Business District)
- C-2 (Service Commercial District)
- IND (Industrial District)
- R-1 (One-Family Dwelling)
- R-2 (Two-Family Dwelling)
- T (Transition District)
- Protected Waters - Watercourse



Marshman Addition - Current Zoning

0 200 Feet

© Bolton & Menk, Inc - Web GIS 1/18/2021 4:33 PM

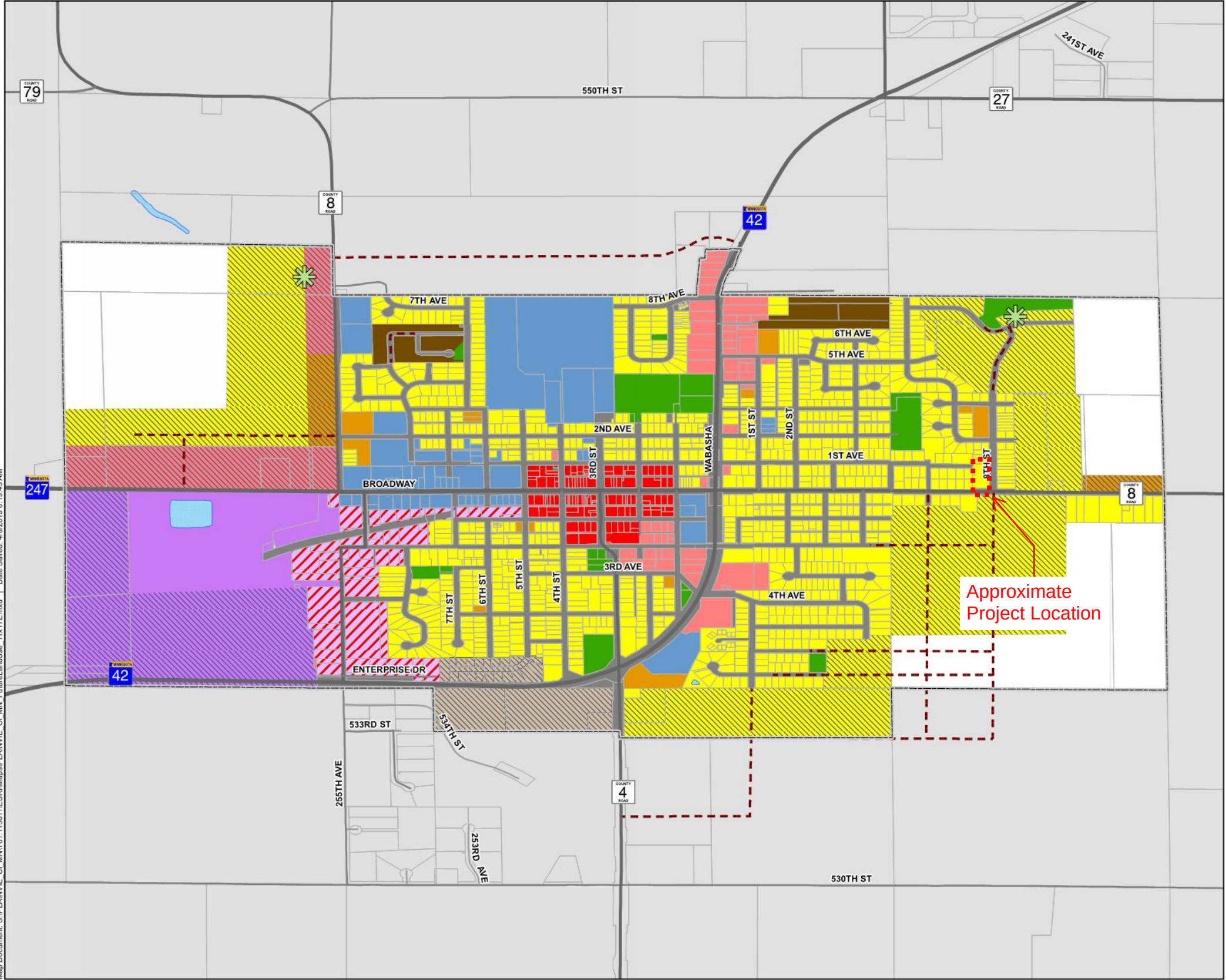


Current Zoning



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Plainview is not responsible for any inaccuracies herein contained.



Map #3: Future Land Use

2040 Comprehensive Plan
Plainview, Minnesota

Legend

- City Limits
- Parcels
- Waterbodies
- Future Roadways
- Planned Development Areas
- Future Park Areas

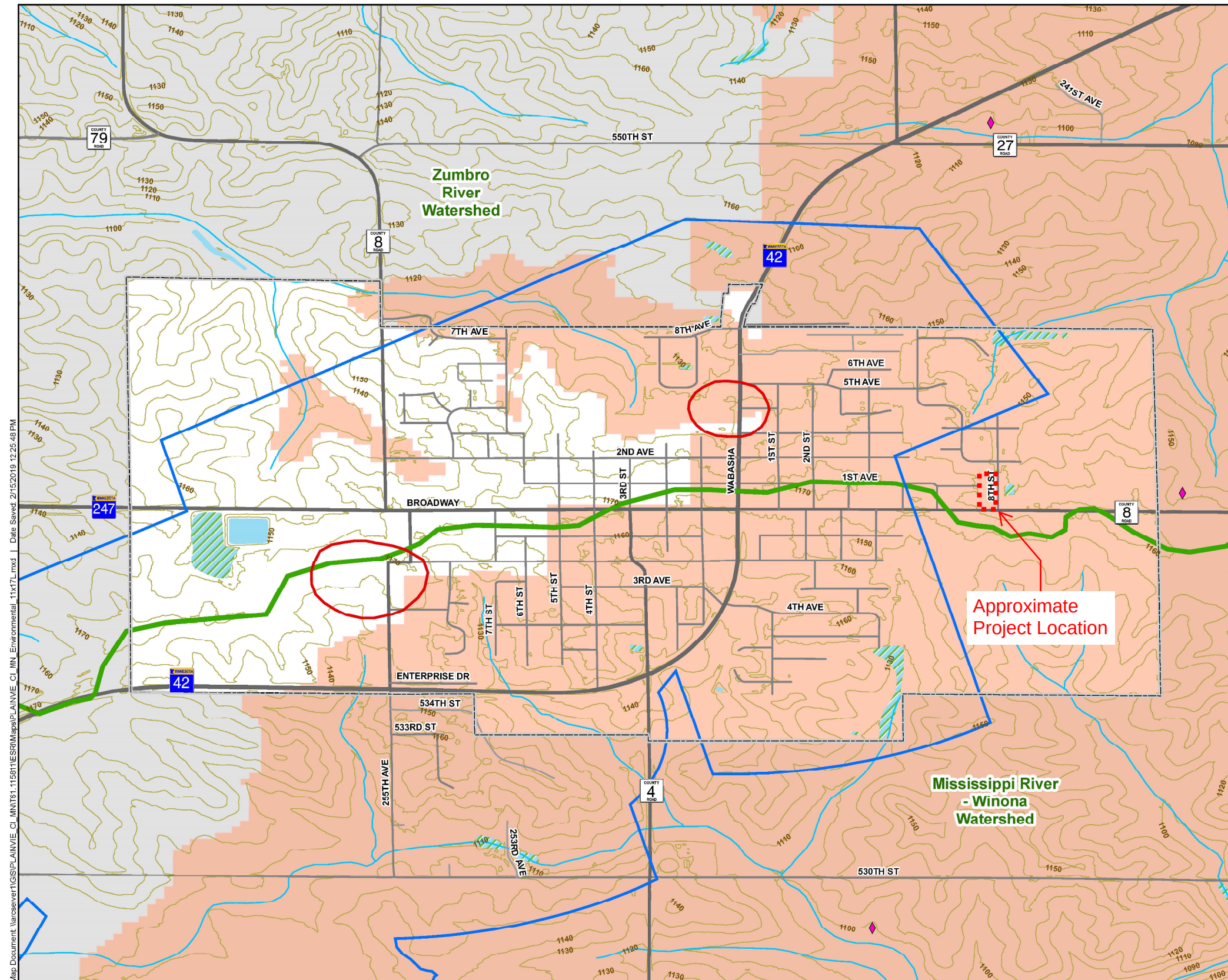
Future Land Uses

- Agricultural
- Central Business
- Service Commercial
- Commercial/Industrial
- Industrial and Utilities
- Institutional
- Mixed Residential / Commercial
- Residential
- Multi-Family Residential
- Manufactured Housing Park
- Parks, Open Space, and Recreational Areas
- Road and Railway Right of Way

0 0.5 Miles
Source: Wabasha County, MnGeo



April 2019



Map #13: Environmental Resources

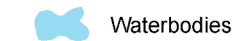
2040 Comprehensive Plan
Plainview, Minnesota

Legend

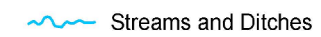


City Limits

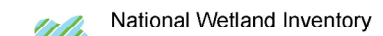
Environmental Resources



Waterbodies



Streams and Ditches



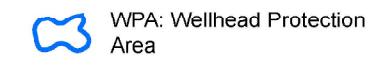
National Wetland Inventory



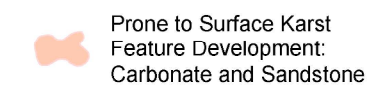
Watershed Boundary



ERA: Emergency Response Area



WPA: Wellhead Protection Area



Prone to Surface Karst Feature Development: Carbonate and Sandstone



Karst Feature: Sinkhole



10ft Contours (LiDAR)

0 0.5 Miles



Source: Wabasha County, MnDNR, MnGeo, USFWS



Real People. Real Solutions.

February 2019

INSTRUMENT OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS: That Building Design Systems LLC., a Minnesota limited liability company, owners and proprietors and Foresight Bank, a Minnesota Corporation, Mortgagee of the following described property situated in the City of Plainview, State of Minnesota, to wit:

Lot 1, Block 1, HARVEST RIDGE SUBDIVISION, according to the plat thereof on file at the County Recorder's office, Wabasha County, Minnesota.

EXCEPTING: Commencing at the northeast corner Lot Five (5), Block One (1), Kreofsky's Addition to the City of Plainview which is the place of beginning of the land to be herein described; thence East along the North line of said Lot Five (5) if the line was extended East, a distance of twenty (20) feet; thence South parallel to the East line of said Lot Five (5) a distance of ninety feet; thence West at a right angle of 90 degrees a distance of twenty (20) feet, more or less, to the East line of said Lot Five (5); thence North along the East line of said Lot Five (5) ninety (90) feet to the place of beginning.

Said parcel contains 1.19 acres, more or less.

Has caused the same to be surveyed and platted as MARSHMAN ADDITION and does hereby dedicate to the public for public use, the drainage and utility easements as created by this plat.

In witness whereof, Building Design Systems LLC., a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

Lucas Marshman, President

SIGNED: Building Design Systems LLC.

STATE OF MINNESOTA
COUNTY OF WABASHA

This instrument was acknowledged before me this _____ day of _____, 20____, by Lucas Marshman, President of Building Design Systems LLC., a Minnesota limited liability company.

Notary Printed Name _____ Notary Public, Wabasha County, MN
My Commission Expires _____

STATE OF MINNESOTA
COUNTY OF WABASHA

In witness whereof said Foresight Bank, a Minnesota Corporation has caused these presents to be signed this _____ day of _____, 20____.

By _____ its President
Cassie Harrington

STATE OF MINNESOTA
COUNTY OF WABASHA

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, its _____, on behalf of said Foresight Bank

Notary Printed Name _____ Notary Public, Wabasha County
My Commission Expires _____

CITY APPROVAL
STATE OF MINNESOTA
COUNTY OF WABASHA
CITY OF PLAINVIEW

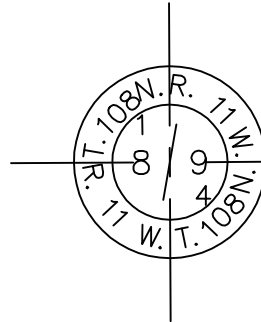
This plat was approved and accepted by the City Council of the City of Plainview, Minnesota at a regular meeting thereof held this _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

By _____
City Clerk, Plainview, MN

COUNTY SURVEYOR

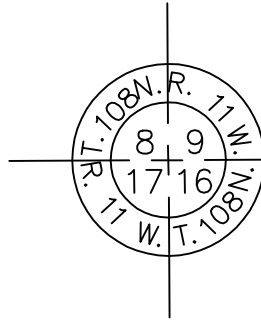
I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has has been reviewed and approved this _____ day of _____, 20____.

Marcus Johnson
Wabasha County Surveyor



NW COR.
SW 1/4
SEC. 9-108-11
WABASHA CO. MON.

S 00°27'22" E 2620.16
W. LINE SW 1/4 SEC. 9



SW COR.
SW 1/4
SEC. 9-108-11
WABASHA CO. MON.

KREDFSKY'S
ADDITION

1ST AVE. N.E.

(EAST) = RECORDED BEARING OR DISTANCE

BLOCK 1

KREDFSKY'S
ADDITION

7

S. LINE SW 1/4 SEC. 9
N 89°34'34" W 786.28

EAST BROADWAY

N 89°34'34" W 1839.94

UTILITY EASEMENT DEFINED

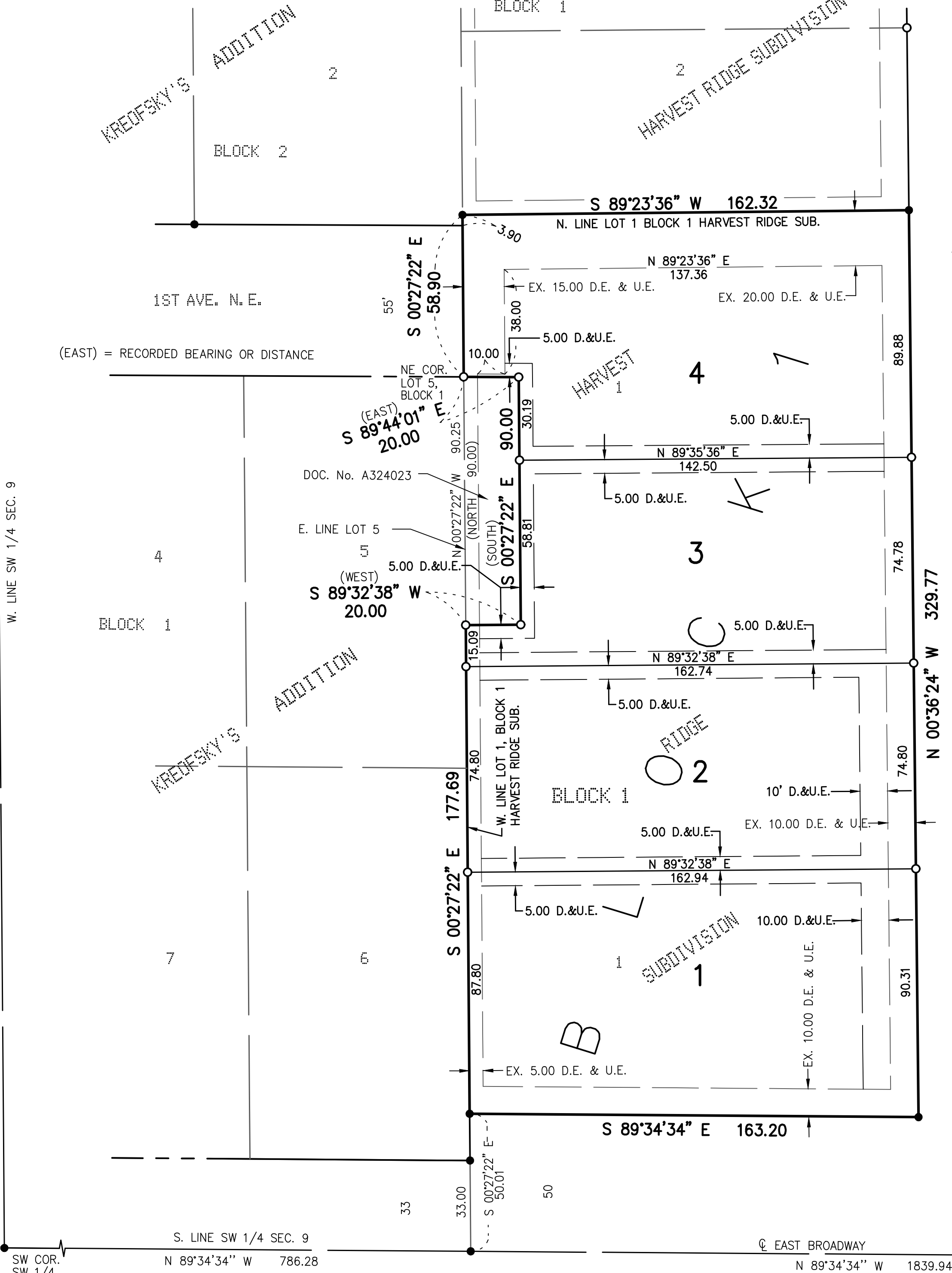
An unobstructed easement for the construction and maintenance of all necessary overhead, underground or surface public utilities, including rights to conduct drainage and trimming on said easement.

DRAINAGE EASEMENT DEFINED

An unobstructed easement for the construction and maintenance of underground and surface drainage facilities and utility easement.

D.&U.E. = DRAINAGE AND UTILITY EASEMENT

MARSHMAN ADDITION



PROPERTY RECORDS AND LICENSING

Taxes payable in the year 20____ on the land herein described have been paid, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

DOCUMENT NUMBER _____

I hereby certify that this instrument was filed in the Office of Property Records and Licensing for the record on this _____ day of _____, 20____, at _____ o'clock _____M., and was duly recorded in the Wabasha County records.

Director of Property Records & Licensing

Deputy

SURVEYOR'S CERTIFICATE

I Richard J. Massey do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been or will be correctly set within one year of the recording of this plat; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

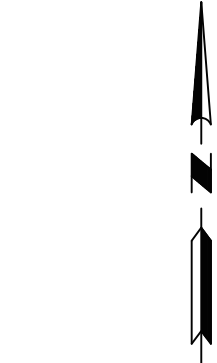
Dated this _____ day of _____, 20____.

Richard J. Massey, Licensed Land Surveyor
Minnesota License No. 41814

STATE OF MINNESOTA
COUNTY OF DODGE

This instrument was acknowledged before me on this _____ day of _____, 20____ by Richard J. Massey.

Notary Printed Name _____ Notary Public, Wabasha, MN
My Commission Expires _____

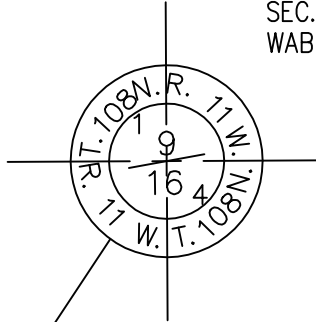


0 15 30 45 60
SCALE IN FEET

BASIS OF BEARINGS

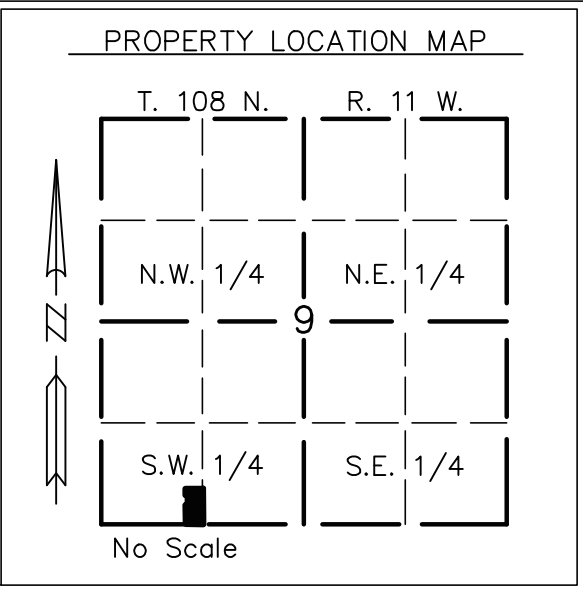
All Bearings are in relationship with the Wabasha County Coordinate System NAD '83, Adjusted 1996.

SE COR.
SW 1/4
SEC. 9-108-11
WABASHA CO. MON.

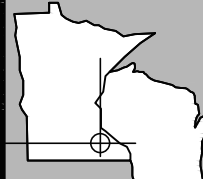


MONUMENTS

- SET (5/8" PIPE UNLESS NOTED OTHERWISE)
- Found Monuments (5/8" PIPE UNLESS NOTED OTHERWISE)



WSE MASSEY
ENGINEERING & LAND SURVEYING
P.O. BOX 100, KASSON, MN 55944
PH. NO. 507-634-4505, EMAIL SURVEY@WSE.ENGINEERING



GRADING NOTES:

- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT SEDIMENT DOES NOT LEAVE THIS SITE. IT IS RECOMMENDED (NOT REQUIRED) THAT THE CONTRACTOR INSTALL A STABILIZED VEHICLE EXIT TO KEEP SEDIMENT TRACKING TO A MINIMUM.
- ALL PROPOSED ELEVATIONS ARE TOP OF PAVING OR FINISHED GRADE, UNLESS NOTED OTHERWISE. PROPOSED ELEVATIONS ARE INTENDED TO PROVIDE POSITIVE DRAINAGE TOWARDS CATCH BASINS AND/OR OUTLETS. THE CONTRACTOR SHALL BE RESPONSIBLE TO PROVIDE THE REQUIRED ELEVATIONS, WHICH WILL PROMOTE POSITIVE DRAINAGE THROUGHOUT THE PROJECT SITE.
- SPOT ELEVATIONS ARE FLOW LINE AND/OR FINISHED GRADES, UNLESS OTHERWISE INDICATED BY THE LOCATION OF THE SPOT. ADD 6" TO FLOW LINE ELEVATIONS TO OBTAIN THE TOP OF CURB ELEVATIONS, UNLESS NOTED OTHERWISE.
- EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMP) SHALL BE INSTALLED BEFORE LAND DISTURBING OPERATIONS BEGIN AND SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION HAS BEEN ESTABLISHED.
- IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND ELEVATION OF ALL UTILITIES PRIOR TO THE BEGINNING OF CONSTRUCTION.
- THE CONTRACTOR SHALL NOTIFY ALL APPROPRIATE ENGINEERING DEPARTMENTS AND UTILITY COMPANIES 72 HOURS PRIOR TO CONSTRUCTION. ALL NECESSARY PRECAUTIONS SHALL BE TAKEN TO AVOID DAMAGE TO EXISTING UTILITIES.
- THE SITE HAS NOT NECESSARILY BEEN DESIGNED TO BALANCE THE ON-SITE MATERIALS. THE CONTRACTOR IS RESPONSIBLE FOR DETERMINING THE EARTHWORK QUANTITY ON THIS SITE. EXCESS MATERIAL, IF ANY SHALL BE DISPOSED OF OFF-SITE. THE CONTRACTOR SHALL IMPORT SUITABLE MATERIAL AS NEEDED.
- CONTRACTOR SHALL VERIFY ALL EXISTING AND PROPOSED ELEVATIONS PRIOR TO START OF CONSTRUCTION. VERIFY CRITICAL ELEVATIONS TO ENSURE CONFORMANCE WITH GRADING PLAN, PARTICULARLY WITH WALK AND/OR PAVEMENTS TO REMAIN. MEET EXISTING GRADES ALONG STREETS, PROPERTY LINES AND DRIVEWAY ENTRANCES. RESTORE ALL EXISTING PAVEMENTS TO THEIR ORIGINAL, IF NOT BETTER CONDITION. NOTIFY OWNER OF ANY CONFLICTS.
- IF THERE ARE OPTIONS FOR HOME TYPE, NO MATTER WHICH IS CHOSEN, THE GRADES AND SPOT ELEVATIONS MUST BE IN COMPLIANCE WITH FREEBOARD REQUIREMENTS FROM THE LOW OPENING
- CONTRACTOR IS RESPONSIBLE TO NOTIFY THE CITY AND THE OWNER IMMEDIATELY IF UNSUITABLE SOILS ARE ENCOUNTERED

EROSION PREVENTION PRACTICES:

SOD/SEED MIX:
MNDOT SEED MIX AND/OR SOD WITH APPROPRIATE MNDOT FERTILIZER WILL BE USED AS PERMANENT COVER FOR ALL EXPOSED GROUND AREAS PER MANUFACTURERS SPECIFICATIONS.

EROSION CONTROL BLANKET:
A MNDOT CLASSIFIED EROSION CONTROL BLANKET SHALL BE ADDED IN COMBINATION WITH SEED MIX/FERTILIZER TO ALL AREAS SLOPED AT 3:1 OR GREATER, HIGH PRIORITY AREAS, AS WELL AS IN OR NEAR DITCH BOTTOMS TO ESTABLISH PERMANENT EROSION CONTROL.

TEMPORARY WINTER COVER:
AREAS OF EXPOSED SOILS THAT ARE NOT COMPLETED BEFORE THE WINTER WILL BE STABILIZED WITH TYPE #3 MULCH (CERTIFIED AS WEED FREE) ADJACENT TO WETLAND OR STORMWATER PONDS. ALL OTHER DISTURBED AREAS SHALL BE STABILIZED WITH TYPE #1 MULCH. ALL EXPOSED SOILS SHALL BE STABILIZED BEFORE CONSTRUCTION IS COMPLETED FOR THE SEASON.

EROSION PREVENTION:

CONSTRUCTION OF SILT FENCE AND ALL OTHER EROSION CONTROL MEASURES SHALL BE COMPLETE BEFORE OTHER CONSTRUCTION ACTIVITY OCCURS.

USE PHASED CONSTRUCTION WHENEVER PRACTICAL AND ESTABLISH TURF AS SOON AS POSSIBLE TO MINIMIZE SEDIMENT TRANSPORT.

THE CONTRACTOR SHALL INSPECT THE CONSTRUCTION SITE ONCE EVERY SEVEN DAYS AND WITHIN 24 HOURS AFTER RAIN EVENTS FOR DAMAGE TO EROSION CONTROL DEVICES. IF DAMAGED OR INEFFECTIVE EROSION CONTROL DEVICES ARE DISCOVERED, THEY SHALL BE REPAIRED OR REPLACED.
THE CONTRACTOR SHALL MAINTAIN INSPECTION RECORDS, WHICH INCLUDE DATE AND TIME OF INSPECTIONS, DATES OF RAINFALL EVENTS, RAINFALL AMOUNT, FINDINGS OF INSPECTIONS, CORRECTIVE ACTIONS TAKEN (INCLUDING DATES AND TIMES), AND DOCUMENTATION OF ANY CHANGES TO THE TEMPORARY OR PERMANENT EROSION CONTROL PLANS MADE DURING CONSTRUCTION.

TEMPORARY STOCKPILES REQUIRE ADDITIONAL SEDIMENT CONTROL AND TEMPORARY COVER AFTER 7 DAYS.

TURF ESTABLISHMENT OR TEMPORARY SEEDING OF ALL EXPOSED SOIL NOT BEING ACTIVELY WORKED SHALL BE STABILIZED:

EROSION AND SEDIMENT CONTROL MEASURES SHOWN ARE MINIMUM, AND ADDITIONAL MEASURES MUST BE INSTALLED AS NEEDED TO CONTROL EROSION AND SEDIMENT.

EFFECTIVE CONTAINMENT IS REQUIRED FOR ALL LIQUID AND SOLID WASTE GENERATED BY WASHOUT OPERATIONS (E.G., CONCRETE, STUCCO, PAINT, FORM RELEASE OILS, CURING COMPOUNDS AND OTHER CONSTRUCTION MATERIALS) RELATED TO THE CONSTRUCTION ACTIVITY.

TURBID OR SEDIMENT-LADEN WATERS RELATED TO DEWATERING OR BASIN DRAINAGE (E.G., PUMPED DISCHARGES, TRENCH/DITCH CUTS FOR DRAINAGE) MUST DISCHARGE TO A TEMPORARY OR PERMANENT SEDIMENT BASIN ON THE PROJECT SITE UNLESS INFEASIBLE. PERMITTEES MAY DEWATER TO SURFACE WATERS IF THEY VISUALLY CHECK TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED AND NUISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2) WILL NOT RESULT FROM THE DISCHARGE.

EXISTING UTILITY NOTES:

THE LOCATION OF UNDERGROUND AND OVERHEAD FACILITIES OR STRUCTURES AS SHOWN ON THE PLANS ARE BASED ON AVAILABLE RECORDS AT THE TIME THE PLANS WERE PREPARED AND ARE NOT GUARANTEED TO BE COMPLETE OR CORRECT. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN ON THE PLAN THAT MAY BE REQUIRE RELOCATION OR REMOVAL. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO REQUEST A GOPHER STATE ONE CALL PRIOR TO THE START OF ANY CONSTRUCTION TO DETERMINE THE EXACT LOCATION OF ALL FACILITIES AND TO PROVIDE ADEQUATE PROTECTION OF SAID UTILITIES DURING THE COURSE OF WORK.

GENERAL NOTES:

- SANITARY SEWER & WATER SERVICES ARE EXISTING
- LOT 1 ENTRANCE OFF EAST BROADWAY IS EXISTING
- WATER MAIN ALIGNMENT IN UTILITY EASEMENT ALONG NORTH END REQUIRES VERIFICATION
- THIS PROPERTY IS CURRENTLY HARVEST RIDGE, OUTLOT A
- OUTLOT A TOTAL AREA = 1.19 ACRES / OUTLOT A UTILITY CONSTRUCTION = 0.3 ACRES
- VERIFY SANITARY SEWER INVERT FOR HOUSE STYLE IF INVERT ISN'T SUITABLE CHANGE HOUSE STYLE FROM FULL BASEMENT TO SLAB ON GRADE

LEGEND	
1245	DENOTES PROPOSED CONTOUR ANNOTATION
x 46.84	DENOTES PROPOSED SPOT ELEVATION
→	DENOTES DRAINAGE DIRECTION
—SF—	DENOTES SILT FENCE OR BIOROLL PER 7-01SDP
⊙	DENOTES INLET PROTECTION PER 7-05SDP
⊙	DENOTES PROPOSED RIPRAP
—	DENOTES EXISTING CONTOURS
—	DENOTES WATERMAIN PIPE
—	DENOTES STORM SEWER PIPE
—	DENOTES SANITARY PIPE
—	DENOTES GRADING LIMIT
△	DENOTES EROSION BLANKET CATEGORY III NATURAL
△	DENOTES CONCRETE
---	DENOTES EMERGENCY OVERFLOW WATER LEVEL

BENCHMARK ELEVATION = 1153.90

TOP NUT OF HYDRANT AT THE NORTH WEST CORNER OF THE INTERSECTION OF EAST BROADWAY AND 8TH STREET NW

LAND USE SUMMARY BLOCK 1 SITE INFORMATION:				
	HARDCOVER (SF)	PERVIOUS AREA (SF)	TOTAL AREA (SF)	PERCENT OF HARD COVER (SF)
LOT 4	3,627	10,322	13,949	26%
LOT 3	2,464	8,514	10,978	22%
LOT 2	2,468	9,713	12,181	20%
LOT 1	4,059	10,463	14,522	28%

BUILDING SETBACKS: R2 ZONING			
FRONT	SIDE	SIDE	REAR
25 FT	5 FT	5 FT	15 FT
CORNER LOT SETBACKS			
25 FT	5 FT	12.5 FT	15 FT

CIVIL ENGINEERS / SURVEYORS

WSE MASSEY ENGINEERING & SURVEYING, LTD
P.O. BOX 100
KASSON, MN. 55944
PH. NO. 507-634-4505

OWNER / DEVELOPER

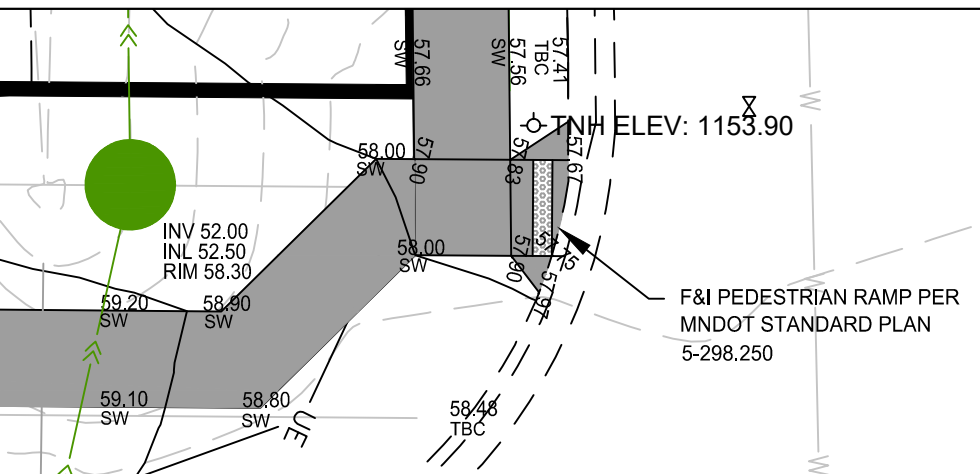
MR. LUCAS MARSHMAN
BUILDING DESIGN SYSTEMS LLC
6240 COUNTY ROAD 10
PLAINVIEW, MN 55964
PHONE: 507-951-3600
EMAIL: LUCASMARSHMAN@GMAIL.COM

SPOT ELEVATION LEGEND:

H.P. HIGH POINT
SW SIDEWALK
EX EXISTING GROUND
GND FINISHED GROUND
SES SQUARE END SECTION
FES FLARED END SECTION
E.O. EMERGENCY OVERFLOW

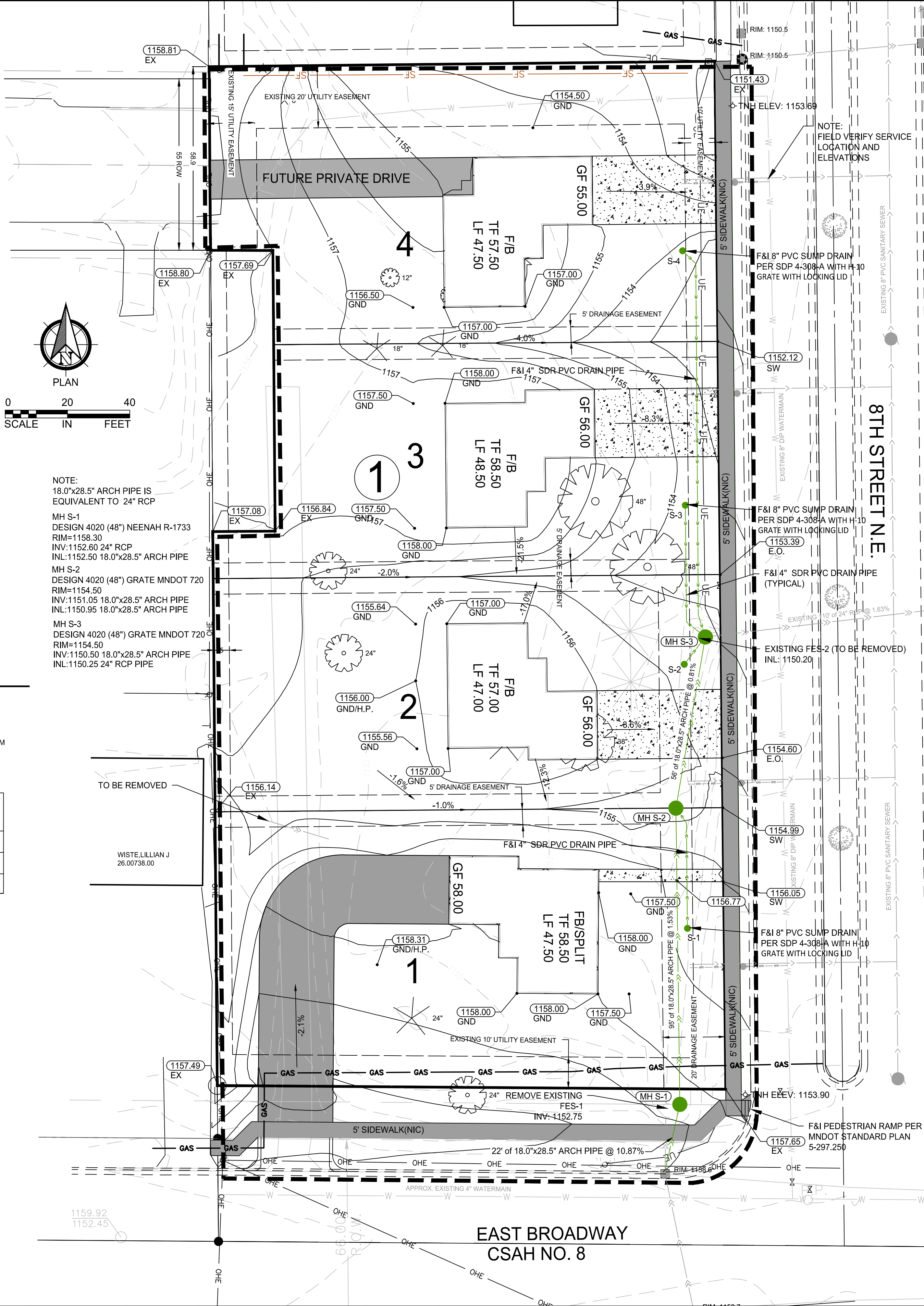
EARTHWORK VOLUMES (TOTAL DISTURBED AREA)	
RAW CUT	183 Cu. Yd.
RAW FILL	1,815 Cu. Yd.
NET FILL	1,632 Cu. Yd.

PEDESTRIAN RAMP DETAIL:



NOTE:

ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH CITY OF PLAINVIEW STANDARD CONSTRUCTION SPECIFICATIONS AND DETAILS



PH. NO. 507-634-4505
PLANS@WSE.ENGINEERING
www.wse.engineering

KASSON OFFICE
P.O. BOX 100
33 B E VETERANS
MEMORIAL HIGHWAY
KASSON, MN 55944

PLAINVIEW OFFICE
320 WEST BROADWAY
SUITE 3
PLAINVIEW, MN 55964

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Les Conway
Les Conway
23292 03/03/2021
Number Date

DESCRIPTION:	
DATE:	
REV:	

MARSHMAN ADDITION
PLAINVIEW, MINNESOTA
GRADING PLAN

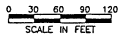
ISSUED FOR CONSTRUCTION

SCALE:	AS SHOWN
DATE:	03/03/2021
DRAWN BY:	TAC
JOB NUMBER:	047-203409
DWG. FILE:	047-203409CG01.dwg

Sheet 1 of 1

"OFFICIAL PLAT"

HARVEST RIDGE SUBDIVISION



BASIS OF BEARINGS

All Bearings are in relationship with the Robash County Coordinate System NAD 83, Adjusted 1985.

MONUMENTS

- SET (3/8" PIPE UNLESS NOTED OTHERWISE)
 - FOUND MONUMENTS (1/2" PIPE UNLESS NOTED OTHERWISE)
- All monuments set have a plastic cap stamped L.S. 41814.

UTILITY EASEMENT DEFINED

An unobstructed easement for the construction and maintenance of all necessary overhead, underground and surface public utilities, including rights to conduct drainage and trimming on said easement.

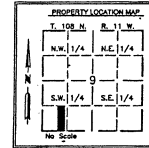
U.E. = UTILITY EASEMENT

DRAINAGE EASEMENT DEFINED

An unobstructed easement for the construction and maintenance of underground and surface drainage facilities and utility easement.

D.E. = DRAINAGE EASEMENT

UTILITY AND DRAINAGE EASEMENTS ARE 5.00 FEET IN WIDTH UNLESS NOTED OTHERWISE.



OUTLOT E

LeVAN

SUBDIVISION

OUTLOT F

LeVAN

LeVAN

SUBDIVISION

KREPSKY

ADDITION

EAST BROADWAY

EAST BROADWAY

EAST BROADWAY

EAST BROADWAY

EAST BROADWAY

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HARVEST RIDGE SUBDIVISION

SHEET NO. 2 OF 2



MASSEY LAND SURVEYING, INC.
P.O. BOX 428
KASSON, MN 55944
PH. NO. 507-634-4505

CITY OF PLAINVIEW, MN
CITY COUNCIL RESOLUTION 2021-07

APPROVAL OF THE FINAL PLAT OF THE MARSHMAN ADDITION

WHEREAS, Building Design Systems, LLC, (“Applicant”) has submitted an application for Final Plat approval for the Marshman Addition, located on County Road 8 and 8th Street NE, and legally described on Exhibit A, which is attached hereto and incorporated herein by reference; and

WHEREAS, the City Council of the City of Plainview may hear requests for Final Plat approval pursuant to Plainview City Code Section 620.15 through 620.18, which provides that a Final Plat must conform to the approved Preliminary Plat and any required modifications as determined through the Preliminary Plat process; and

WHEREAS, the Planning Commission considered the Applicant’s request for a Preliminary Plat at a duly noticed Public Hearing, which took place on February 2, 2021, and recommended approval to the City Council with conditions; and

WHEREAS, the City Council of the City of Plainview considered and approved the Preliminary Plat of the Marshman Addition at its regular City Council meeting held on February 9, 2021, Resolution No. 2021-03, which resolution is incorporated herein by reference; and

WHEREAS, a Development Agreement has been prepared between the City of Plainview and Building Design Systems, LLC, which outlines the responsibilities of Building Design Systems, LLC to install the required street and infrastructure improvements necessary to support development on lots within the Marshman Addition subdivision; and

WHEREAS, the City Council of the City of Plainview has reviewed the proposed Final Plat of the Marshman Addition for compliance with the City Code of the City of Plainview, and statutes of the State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL THAT, the Final Plat of the Marshman Addition is hereby approved.

BE IT FURTHER BE IT RESOLVED THAT, the following conditions of approval of the Final Plat shall be met:

1. The Final Plat shall comply with the provisions of all state statutes and standard procedures for platting in Wabasha County.
2. Prior to the City’s execution of the Final Plat, the Applicant must enter into an agreement with the City for the installation of all required improvements, which shall be referred to as

the “Development Agreement” and the Applicant shall provide the required security.

3. The requirements and conditions of the Development Agreement shall be incorporated as conditions of the City’s execution of the Final Plat.
4. The Final Plat shall be recorded within 180 days of approval or the City’s approval shall be deemed null and void.
5. The Applicant shall pay all fees.

PASSED by the City Council of the City of Plainview on this 16th day of March, 2021.

ATTEST

City Clerk

Mayor

VOTE: ____ LUCKSTEIN ____ DASCHNER ____ REEVE ____ JACOBS
 ____ HAMMER BARTLEY

EXHIBIT A

LEGAL DESCRIPTION OF DEVELOPMENT PROPERTY

Lot 1, Block 1, Harvest Ridge Subdivision, Wabasha County, Minnesota

EXCEPT the following:

Commencing at the northeast corner of Lot Five (5), Block One (1), Kreofsky's Addition to the City of Plainview which is the place of beginning of the land to be herein described; thence East along the North line of said Lot Five (5) if the line was extended East, a distance of twenty (20) feet; thence South parallel to the East line of said Lot Five (5) a distance of ninety (90) feet; thence West at a right angle of 90 degrees a distance of twenty (20) feet, more or less, to the East line of said Lot Five (5); thence North along the East line of said Lot Five (5) ninety (90) feet to the place of beginning.

CITY OF PLAINVIEW PLANNING COMMISSION

March 2, 2021

Meeting Minutes

The March 2, 2021 meeting for the City of Plainview Planning Commission was called to order at 7:00 p.m. by Tom Wiener.

Members present: Tom Wiener, Adam Daschner, Ben Jacobs, and Roger Durgin.

Members absent: Ann Liebenow and Jim Walkes.

Staff members present: City Administrator David Todd, City Clerk Carol Kujath, Deputy Clerk Kayla Hall, and Public Works Director Shane Loftus.

Guest in attendance: Les Conway with WSE/Massey, Lucas Marshman, and Harry Davis with Bolton & Menk.

Motion by Durgin, second by Daschner to approve the agenda. Motion carried.

Motion by Daschner, second by Durgin to approve the consent agenda. Motion carried.

Marshman Addition -Final Plat:

Harry Davis from Bolton and Menk explained the final plat for the Marshman addition to commission. The Marshman Addition property is located in the E part of Plainview, at the northwest corner of 8th St NE and East Broadway/CSAH 8. The property is approximately 1.18 acres, is Lot 1 Block 1 of Harvest Ridge Subdivision, and bound by residential development to the north and west, unbuilt lots of Harvest Ridge to the east, and large lot residential and agricultural property to the south.

The property is zoned R-2.

The applicant is for approval of 4 single-family lots. Earlier this year, the applicant received preliminary plat approval by City Council to move forward on this development. Like last time this project was reviewed by the Planning Commission, the lot sizes are proposed between 10,970 square feet and 14,500 square feet with a range of lot widths (street frontage) between 74 feet and 90 feet. The overall density for the development is proposed around 3.4 homes per acre. The lots in the proposed Marshman Addition meet zoning requirements for lot area, frontage, setbacks, and uses in R-2 zoning. Setbacks are not indicated on final plats. As a note, corner lots shall have front setbacks along street frontages and all other setbacks shall be side yards. One of the front setbacks shall be half the requirement of a typical setback. This is a requirement for corner lots and front yards under Section 607. Easements: The applicant has utilized existing easements and right-of-way as well as proposed additional easements. All easements as proposed meet code requirements. Parkland Dedication: The applicant has proposed fees in-lieu of parkland dedication. They have calculated their undeveloped land value (exclusive of utility costs; inclusive of grading and seeding) at \$80,000 for approximately 1.18 acres. At 8%, the applicant's proposal is to pay \$6,400 for fees in-lieu of parkland dedication. A final amount will be calculated in the development agreement and paid along with other city fees. Variances: The applicant has not submitted any variances.

Lot Configurations: The applicant has proposed lot configurations that generally meet code requirements.

Block and Street Configuration/Design: The applicant has generally proposed block lengths and configurations that meet code. Required Improvements: The applicant is not proposing any new streets but will need to place sidewalk along all street frontages. Sidewalk width along County Road 8 (East Broadway) shall be 5-feet wide with location as approved by the County. Sidewalk width and location along 8th St. NE shall be 5-feet wide and 6- inches from the edge of right-of-way in conformance with the typical residential street section. Storm sewer improvements will be required to convey drainage from an existing 21-inch County culvert under County Road 8 (East Broadway) to an existing 24-inch City culvert under 8th Street NE. Inlets may be required to collect drainage from the proposed lots, depending on proposed lot grading, if drainage from lots is not able to flow onto 8th Street NE. A minimum 21-inch round, or equivalent size arch shape, RCP storm sewer would be required. Sump pump services should be provided for each lot according to the City standard detail. A 6-inch subdrain outlet pipe, connected to the proposed storm sewer, should be installed to provide an outlet for the sump pump services. The applicant has submitted construction plans, currently under review,

that appear to address these comments. Other Jurisdictional Approvals: This development is subject to all local, county, and state requirements for development. Failure to receive necessary approvals will render any plat approval null and void. The County Engineer has made some comments about the proposal that should be addressed prior to approval:

a) The culvert under County 8 is a 21" RCP (round). Please size the proposed driveway culverts and/or driveway finish surface elevation as necessary for the drainage area and to not influence drainage from County 8. The proposed grading plan indicate two sizes (2) 18" and downstream (2) 12" (this would seem to be in error). If a buried storm sewer is being considered, it is recommended a manhole be constructed at connections to existing culverts and/or directional changes in pipe. Future maintenance or replacement of culverts or drainage structures beyond the extents of the existing culverts maintained by the County would be the sole responsibility of the City.

b) Property tile lines or sump outlets shall not be cut into curb/gutter line or otherwise flow overland onto street(s).

c) Driveway slopes are required to be less than 2% in areas with planned sidewalk or (in the case of along County Hwy 8) where future sidewalk may be constructed. This requirement is to enable planned and future construction of sidewalk to meet standards for constructed cross slope. Verify the crossing (ped ramp) it is directly across from the existing ped ramp to the east and with a ped ramp at a directional crossing (not a fan/diagonal design). MnDOT standards are noted but please verify elevations would enable construction of these standards. Future maintenance (including snow removal), replacement, or improvements of sidewalk (additional to existing) within the right of way of County 8 would be the sole responsibility of the City.

The applicant has submitted construction plans, currently under review, that appear to address these comments.

Denial of Plan and/or Plat: In the case of all subdivisions, the Planning Commission shall recommend denial of, and the City Council may deny, approval of a general development plan, preliminary or final plat if it makes any of the following findings:

a) That the proposed subdivision, including the design, is in conflict with any adopted component of the Plainview Comprehensive Plan, Land Management Ordinance, Storm Water Pollution Control Ordinance, or any other provision of the City Code;

b) That the physical characteristics of this site, including but not limited to topography, vegetation, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage, and retention, are such that the site is not suitable for the type of development or use contemplated;

c) That the site is not physically suitable for the proposed density of development;

d) That the design of the subdivision or the proposed improvements is likely to cause substantial environmental damage;

e) That the design of the subdivision or the type of improvements is likely to cause serious public health problems;

f) That the design of the subdivision or the type of improvements will conflict with easements of record;

g) That the design will create a significantly higher density than the surrounding areas;

h) That the design will create an undue burden on the City's traffic system or water/wastewater infrastructure.

Motion by Durgin, second by Jacobs to forward the final plat to City Council recommending approval, with the following conditions:

1. A recommendation that the proposed final plat does not conflict with any conditions listed in Section 620.4 of the Plainview City Code, and thus approval of the final plat is appropriate.

2. A recommendation addressing the County Engineer's comments and that the City will accept responsibility for future maintenance or replacement of storm sewer beyond the extents of the existing culverts maintained by the County, as well as future maintenance (including snow removal), replacement, or improvements of sidewalk (additional to existing) within the right-of-way of County Road 8 (East Broadway). *Staff recommends in favor of this recommendation.*

3. Prior to City Council review:

a. The applicant shall revise the construction plans for the proposed improvements, based on City Engineer comments, to conform with City and County requirements.

b. A Development Agreement to install the required infrastructure improvements necessary to support development on lots within the proposed subdivision will be required as a condition of Final Plat approval in accordance with City Code.

c. The parkland dedication cash in lieu of land amount proposed by the developer or applicant shall be finalized as a part of the development agreement.

4. Easements included on the final plat shall conform with any adjustments or additions determined to be needed by the City during preparation and review of final plans and specifications for the proposed subdivision improvements.

5. All other comments or conditions from city departments, franchise service and utility providers, or other authorities with jurisdiction over this development shall apply to this development.

Aye: Daschner, Durgin, Jacobs

Nay: None

Recuse: Wiener

Absent: Liebenow, Walkes

Motion carried 3-0-1.

Open Discussion:

-Daschner – Would like to change the time of the monthly Planning and Zoning meetings from 7:00 p.m. to 6:00 p.m.

-Todd – To change the time of the Planning and Zoning meetings, would need city council approval, by ordinance.

-Jacobs – Parks and Trails commission is moving their meetings to the 4th Tuesday of the month, so would not be a conflict to change the time to 6:00 p.m.

Motion by Daschner, second by Jacobs to request city council approval to change Planning and Zoning meeting start time to 6:00 p.m. Motion carried.

-Durgin – Asked about the Peace Corp wanting to move the Veteran's Memorial at the trail head. Will have a lot of upset citizens.

-Todd – Explained the discussion is in its infancy with the Parks and Trails Commission, the Legion, and Peace Corp representative. This item will not be brought before city council until things get figured out through the Parks and Trails Commission. This is not really a zoning issue.

-Jacobs – Agreed with Todd, it is in the early stages at the Parks and Trails Commission.

-Wiener - Has a vision to revisit the City ordinances.

-Todd – The 600 Chapter of the ordinances need to be made more understandable and streamline, so city staff and developers can navigate through them with ease.

-Durgin – Asked about fencing around lots.

Motion made by Daschner, second by Durgin to adjourn.

Motion carried unanimously. 7:18 p.m.

Planning & Zoning Commissioner

City Clerk

Date

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Plainview, MN will conduct a public hearing on March 9, 2021 at 6:05 p.m. in the Church of Christ which is located at 205 1st Street NE in the city of Plainview, MN.

The purpose of the public hearing is to consider a final plat and development agreement to be known as the Marshman Addition, consisting of approximately 1.18 acres to be subdivided into four total lots for residential use. The property is located on the northwest corner of 8th Street NE and East Broadway/CSAH No. 8.

Any comments on this matter can be made at the public hearing or can be forwarded, in writing, to the City Clerk, prior to the hearing.



PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM:	Development Agreement Marshman Addition	AGENDA SECTION:	New Business
PREPARED BY:	David Todd, City Administrator	AGENDA NO.	8.B.
ATTACHMENTS:	Resolution 2021-08; Development Agreement	APPROVED BY:	DT
RECOMMENDED ACTION: Motion to approve resolution 2021-08 Development Agreement between the City and Lucas Marshman			

SUMMARY

Lucas Marshman (“Applicant”) has made application to the City of Plainview for a subdivision to be named Marshman Addition located in the east portion of the city. The request by the applicant is for 4 single-family lots. The lot sizes will be between 10,970 square feet and 14,500 square feet with a range of lot widths (street frontage) between 74 feet and 90 feet. The overall density for the development will be just over 3.4 homes per acre. As detailed below and further within this report, the applicant will adhere to R2 zoning designation standards.

At the Planning Commission meeting on March 2nd, 2021, the final plat was reviewed and the Commission, by a vote of 3-0-1, forwarded it to City Council recommending approval, contingent on a development agreement between the City and the developer.

During the negotiations for the development agreement, there are a few issues that need to be resolved prior to Council approval: City Code 623.18 requires a two-year warranty by the developer—Council could waive this requirement as the developer is seeking a one-year warranty period. Staff is recommending a one-year warranty period due to the small size of the development. The development agreement allows sidewalks to be built by the future owners of the lots as their house is built. However, there is a deadline of October 31, 2023, that requires the developer to

install sidewalks if the lots have not been developed by that date. The developer wants that provision removed and to not require the developer to construct sidewalks at any time. Lastly, security for the project (letter of credit or escrow) was computed with sidewalks included in the computation. Staff is recommending that the sidewalks remain within the security agreement as that agreement can be reduced as improvements are made. Council can approve this development agreement contingent upon agreement of these caveats between the developer and the City.

Respectfully,

David Todd
City Administrator

(reserved for recording information)

DEVELOPMENT AGREEMENT

(Developer Installed Improvements)

MARSHMAN ADDITION

AGREEMENT (the “Agreement”) dated _____, 2021, by and between the **CITY OF PLAINVIEW**, a municipal corporation under the laws of the State of Minnesota, with its principal office located at 241 West Broadway, Plainview, MN 55964 (the “City”); and Building Design Systems LLC, limited liability company organized under the laws of the State of Minnesota, with a primary address at 840 4th Avenue NW, Plainview, MN 55964 (the “Developer”); (collectively the “parties”).

RECITALS:

WHEREAS, the Developer is the fee owner of a parcel of real property located in the City of Plainview, Wabasha County, Minnesota, which is legally described in Exhibit A, which is attached hereto and incorporated herein by reference, (the “Development Property”); and

WHEREAS, the Developer has requested and received approval by the City of a Final Plat for Marshman Addition (referred to herein as the “plat”); and

WHEREAS, the Developer proposes a project consisting of 4 single-residential lots and associated public improvements on the Development Property, including but not limited to, storm sewer, sump pump services, sidewalks, grading and erosion control facilities and other improvements (the “Project”); and

WHEREAS, the Developer and the City, desire to enter into this Agreement in satisfaction of applicable City requirements and to set out the undertakings and obligations of each party from this point forward with respect to the Project and with respect to the City Approval Process, all as required by the City's Code of Ordinances (the "Code").

NOW, THEREFORE, in consideration of the promises and the mutual obligations of the parties hereto, each does hereby covenant and agree with the other as follows:

1. **REQUEST FOR PLAT APPROVAL.** The Developer has sought and received Final Plat approval for the Marshman Addition Final Plat (referred to in this Agreement as the "plat"). The platted land is situated in the County of Wabasha, State of Minnesota. The Developer is seeking to develop the plat, the Development Property, for the purpose stated above.
2. **CONDITIONS OF PLAT APPROVAL.** The City has approved the plat on the condition that the Developer enter into this Agreement, furnishes the security required by it, records the plat with the County Recorder or Registrar of Titles within 60 days after the City Council approves the Final Plat, and submits evidence of recording the plat to the City within 60 days after the date of recording.
3. **RIGHT TO PROCEED/CONDITIONS PRECEDENT.** Unless separate written approval has been given by the City, within the Development Property, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings within the Development Property until all of the following conditions have been satisfied:
 - a. This Agreement has been fully executed by both parties and filed with the City Clerk. This Agreement shall be recorded by the Developer within 60 days following execution hereof;
 - b. The necessary security has been received by the City;
 - c. The plat will be recorded with the County Recorder's Office, pursuant to the terms of plat approval;

- d. The site plan for the project on the Development Property and the plans and specifications for the Improvements related thereto have been approved by the City Engineer with such conditions as required by the City Code;
 - e. The construction plans and other such plans as required by the City have been approved by the City Engineer;
 - f. A certificate of public liability and property damage insurance as described in this Agreement has been filed with the City Clerk; and
 - g. The City Engineer has issued a letter that all conditions have been satisfied and that the Developer may proceed.
4. **CHANGES IN OFFICIAL CONTROLS.** For two (2) years from the date of this Agreement, no amendments to the City's Comprehensive Plan or official controls shall apply to or affect the use, development density, lot size, lot layout or dedications of the approved final plat unless required by state or federal law or agreed to in writing by the City and the Developer. Thereafter, notwithstanding anything in this Agreement to the contrary, to the full extent permitted by state law, the City may require that any future development of the Development Property comply with any amendments to the City's Comprehensive Plan, official controls, platting or dedication requirements enacted after the date of this Agreement.
5. **DEVELOPMENT PLANS.** The plat shall be developed in accordance with the following plans where applicable. The plans shall not be attached to this Agreement. If the plans vary from the written terms of this Agreement, the written terms shall control. The plans are:
- a. Plan A - Plat
 - b. Plan B - Final Site, Grading, Utility, Drainage and Erosion Control Plan

The foregoing plans and specifications shall be prepared by a competent licensed professional engineer engaged by the Developer and shall be subject to the City's review and approval. The required Improvements below shall be installed in accordance with the City approved plans for such improvements and the policies, rules, regulations, standards and ordinances of the City. No

work shall commence on the Project or the required Improvements until the Developer obtains City approval of the plans and specifications for the improvements.

6. IMPROVEMENTS.

- a. The Developer shall construct and install, at its sole cost and expense and subject to the terms and conditions contained herein, the following public or private improvements (the “public improvements” or “Improvements”) in compliance with City approved plans and specifications prepared in accordance with all policies, rules, regulations, standards, specifications and ordinances of the City and as shown on the final construction plans and summarized below:
 - i. Storm sewer improvements
 - ii. Sidewalks, but only in the event that, by October 31, 2023, sidewalks have not been installed by the subsequent owner of each respective lot in the Development Property.
 - iii. Sump Pump Services
 - iv. Grading, Drainage and Erosion Control
- b. The Improvements shall be constructed and installed in accordance with the latest versions in place at the time of this Agreement of the City Code, zoning ordinance and subdivision regulations, City standard specifications for utilities and street construction, and the City’s engineering guidelines and standard detail plates, as applicable. The Developer shall submit plans and specifications that have been prepared by a competent licensed professional engineer to the City for approval by the City Engineer. The City will provide field inspection and materials testing personnel, at the Developers expense, to assure an acceptable level of quality control for the construction of all public improvements and certify that the construction work meets the City’s requirements, specifications, standards and approved plans. The Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors and City Engineer to the extent applicable

to comply with the approved plans and specifications, or applicable City Code or statutes for which the City inspectors have jurisdiction. The Developer or the Developer's engineer shall provide for project management during construction of the Improvements. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor. As required by the City, the Developer or its engineer shall schedule a pre-construction meeting at a mutually agreeable time at City Hall, or another location acceptable to the City, with all parties concerned, including the City staff, to review the program for the construction work.

- c. All labor and work shall be done and performed in the best and most workmanlike manner and in strict conformance with the approved plans and specifications. No deviations from the approved plans and specifications will be permitted unless approved in writing by the City Engineer, which approval shall not be unreasonably withheld. The Developer agrees to furnish to the City a list of contractors being considered for retention by the Developer for the performance of the work required by this Agreement. If applicable, the contractor(s) shall have experience in the installation of municipal water, sanitary sewer, and storm sewer, and street construction; shall demonstrate the successful completion of at least three such installations and municipal acceptance thereof; and shall be able to obtain the requisite performance and payment bonds for the purchase and installation of the minimum Improvements required hereby. The Developer shall not do any work or furnish any materials not covered by the plans and specifications and special conditions of this Agreement, for which reimbursement is expected from the City, unless such work is first ordered in writing by the City Engineer as provided in the plans and specifications.
- d. The Developer shall replace or repair any damage or destruction to any property or improvements located on County or City land or in County or City streets, boulevards and rights-of-way, or adjacent private property not owned by Developer, caused by Developer, or its contractors and subcontractors, during the construction of the required Improvements

and the Project. Any contaminated soils encountered during the construction of the Improvements and development on the Development Property shall be addressed as set forth in a Response Action Plan to be approved by the Minnesota Pollution Control Agency (MPCA) or other applicable agency having jurisdiction.

- e. The Developer shall be solely responsible for the costs of constructing the required Improvements. The costs of constructing the Improvements shall include the actual construction costs, the actual engineering, administration and any legal costs related thereto, and all other costs relating to the construction of the Improvements. The engineering, administration and legal costs shall include the actual outside construction engineering assistance costs and the legal costs.
- f. If this Agreement is terminated for any reason the City shall have no obligation to construct the Project or Improvements.

7. CITY ENGINEERING ADMINISTRATION AND CONSTRUCTION OBSERVATION.

The Developer shall pay a fee for City engineering administration. City engineering administration will include monitoring of construction observation, consultation with Developer and the Developer’s engineer on status or problems regarding the Project, coordination for final inspection and acceptance, Project monitoring during the warranty period, and processing of requests for reduction in security. Fees for administration services shall be:

ESTIMATED COST OF PROPOSED IMPROVEMENTS	CITY ADMINISTRATIVE COST
Up to \$150,000	3.0 percent (Minimum \$500.00)
\$150,000 to \$300,000	2.5 percent
Over \$300,000	2.0 percent

The Developer shall also deposit seven percent (7%) of the estimated construction cost to pay for construction observation and materials testing performed by the City's in-house engineering staff or consulting engineer. This deposit is estimated to be \$47,700. If the City’s costs exceed the deposit, the Developer agrees to reimburse the City within 30 days of billing. Should the costs be

less than the amount of the deposit, upon completion of the Improvement's, the amount of the remaining deposit shall be returned to the Developer. The Developer shall deposit the full construction observation fees with the City at the time of final plat approval or approval of this agreement. No construction of public improvements will be authorized until the construction observation fees have been paid to the City.

8. **CONTRACTORS/SUBCONTRACTORS.** City Council members, City employees, and City Planning Commission members, and corporations, partnerships, and other entities in which such individuals have greater than a 25% ownership interest or in which they are an officer or director may not act as contractors or subcontractors for the public improvements identified in this Agreement.
9. **PERMITS.** The Developer shall obtain or require its contractors and subcontractors to obtain all necessary and required permits for the Project from the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Health (MDOH), and all other agencies and governmental authorities with jurisdiction over the Project and the Improvements before proceeding with construction of the Project and the Improvements. Copies of these permits shall be provided to the City Engineer, and may include but are not limited to the following:

- Minnesota Department of Health for Watermains
- MN/DOT for State Highway Access
- County Road Access and Work in County Road Right-of-Way
- NPDES Permit for Stormwater Management
- MPCA for Sanitary Sewer Extensions/Connections and Hazardous Material Removal and Disposal
- Wetlands permits as applicable
- DNR for Dewatering
- City of Plainview for Building Permits

The Developer or its engineer shall schedule a pre-construction meeting for the required Improvements with all the parties concerned, including City staff, to review the program for the construction work.

10. **TIME OF PERFORMANCE.** Except as otherwise provided in this Agreement, the Developer shall install all required improvements and other work required by this Agreement by December 31, 2021, with the exception of construction of sidewalks. Sidewalks shall be installed on any undeveloped lots within the Development no later than October 31, 2023.
11. **LICENSE.** The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the Property to perform all work and inspections deemed appropriate by the City in conjunction with this Agreement, the Project and Improvements and plat development, as applicable. The license shall expire upon the acceptance by the City of the Improvements. The City shall thereafter have the right to enter the Property to perform inspections as authorized by City Code.
12. **CONSTRUCTION ACCESS.** Construction traffic access and egress for construction of the Project and Improvements is restricted to 8th Street NE and E. Broadway Avenue (CSAH 8). No construction traffic is permitted on the adjacent local streets other than identified herein.
13. **GRADING PLAN.** The Development Property shall be graded in accordance with the approved grading and erosion control plan. The plan shall conform to City of Plainview requirements and specifications, City Code and applicable law. Within thirty (30) days after completion of the grading, the Developer shall provide the City with a certificate of survey/record grading plan certified by a licensed land surveyor or engineer that the grading has been completed in accordance with the approved grading plan and that all ponds, swales, and ditches have been constructed on public easements or land owned by the City. The certificate of survey/"record" plan shall include information as required in the Grading section of the City of Plainview's Record Drawing Requirements.
- The Developer shall furnish the City Engineer satisfactory proof of payment for the site grading work and shall submit a certificate of survey (as constructed survey) of the Development Property after site grading is complete. Final lot grades shall be shown on the as constructed survey. Final grading shall substantially comply with the approved grading plan within the tolerances listed in the Grading section of the City of Plainview's Record Drawing Requirements.

14. EROSION AND SEDIMENT CONTROL. Prior to initiating site grading, the Stormwater Pollution Prevention Plan (SWPPP) shall be prepared by the Developer's licensed professional engineer and approved by the City Engineer. The SWPPP shall be implemented by the Developer and inspected and approved by the City Engineer. Erosion and sediment control practices must comply with the Minnesota Pollution Control Agency's (MPCA) Best Management Practices and applicable MPCA NPDES Construction Stormwater Permit requirements for construction activities and the Developer's SWPPP. If the proposed development does not require a MPCA NPDES Construction Stormwater Permit, an erosion and sediment control plan shall be prepared by the Developer's licensed professional engineer and approved by the City Engineer. The approved erosion and sediment control plan shall then serve as the SWPPP for the development. The City may impose additional erosion and sediment control requirements if they would be beneficial in the City's judgment. All areas disturbed by the excavation and backfilling operations shall be reseeded within 48 hours after the completion of the work or in an area that is inactive for more than fourteen (14) days unless otherwise required by the SWPPP or the MPCA NPDES Construction Stormwater Permit and authorized and approved by the City Engineer. Except as otherwise provided in the SWPPP, seed shall be in accordance with the City's current seeding specifications. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the SWPPP or supplementary instructions received from the City Engineer, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not affect the Developer's and City's rights or obligations hereunder. If the Developer does not reimburse the City for any cost the City incurred for such work, the City may draw down the letter of credit or any other security required herein to pay any costs. No development, utility or street construction will be allowed and no building permits will be issued unless the plat and Project plans for the Development Property, as applicable, are in full compliance with the approved erosion control plan.

15. **PARKLAND DEDICATION.** The Developer shall pay a cash contribution of \$6,400 in satisfaction of the City's park dedication requirements. The park dedication fee calculation is based on the Estimated Fair Market Value (EFMV) of the Development Property as indicated in the records of the County Assessor's Office that is equivalent to Eight Percent of the gross area of the Development Property subdivided (EFMV x 8%).
16. **STREET ACCESS DURING CONSTRUCTION AND SIDEWALKS.** The Developer shall at all times be responsible to keep all streets open and accessible to the general public through the use of temporary traffic control measures in accordance with Minnesota Manual of Uniform Traffic Control Devices (MMUTCD) requirements. In the event hazards are created in public streets due to construction of the Improvements, warning signs shall be placed in any location hazards develop, and such warning signs shall prevent the public from traveling on same and directing attention to detours. If and when streets become impassable, such streets shall be barricaded and closed. The Developer shall be responsible for keeping streets within and without the subdivision swept clean of dirt and debris that may spill or wash onto the street from Developer's operation. All traffic control plans and devices shall conform to MMUTCD requirements.
17. **OWNERSHIP OF IMPROVEMENTS.** Upon completion of the work and construction required by this Agreement and acceptance of Improvements by the City, the Improvements lying within public easements and public rights-of-way shall become City property without further notice or action upon completion and City acceptance thereof. Prior to acceptance of the Improvements by the City, the Developer must furnish the following affidavits:
- a. Contractor's Certificate;
 - b. Land Surveyor's Certificate; and
 - c. Developer's Certificate;
- certifying that all construction has been completed in accordance with the terms of this Agreement. The requisite forms will be furnished by the City of Plainview and are attached hereto as Exhibit B. Upon receipt of the required affidavits, the City Engineer will accept the completed public

improvements. Within thirty (30) days after the completion of the Improvements, the Developer shall supply the City with a certificate of survey (as constructed survey) of the Development Property after site grading is complete including a “record” grading plan in AutoCAD, DWG and PDF format. Final lot grades shall be shown on the as constructed survey. Final grading shall substantially comply with the approved grading plan within the tolerances listed in the Grading section of the City of Plainview’s Record Drawing Requirements. Upon receipt of these documents, and the warranty documents specified in this Agreement, the City Engineer will certify acceptance of the completed public improvements.

18. **SANITARY SEWER AND WATER TRUNK UTILITY CHARGES.** The Developer is not subject to sanitary sewer and water access/availability area charges for the Development Property. The sanitary sewer and water access/availability area charges will be imposed at the time of building permit application, and a building permit shall not be issued by the City until such charges are paid in full. On the date of this Agreement, the sewer access charge and water access charge are \$1,000 respectively, per lot.

19. **STORM SEWER.** The Developer shall install or contract for the installation of all public improvements in the Project related to storm sewer improvements, as required by the City in accordance with those plans approved by the City Engineer.

20. **BUILDING PERMITS/CERTIFICATES OF OCCUPANCY.**

- a. Grading, and certain storm sewer improvements shall be installed on all public and private streets and drives prior to issuance of any building permits, adjacent to these lots. No Certificate of Occupancy for each lot within the Development will be issued until the grading, and storm sewer improvements have been installed respective to the lot being developed. Sidewalk construction must be completed prior to issuance of a Certificate of Occupancy.
- b. Breach of the terms of this Agreement by the Developer, including nonpayment of billings from the City within 30 days of the date of an invoice from the City to the Developer, shall

be grounds for denial of building permits, including lots sold to third parties, and the halting of all work in the plat or on the Development Property.

- c. If building permits are issued prior to the acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, their contractors, subcontractors, materialmen, employees, agents, or third parties. No certificates of occupancy and no sewer and water connection permits may be issued and no one may occupy a building for which a building permit is issued on either a temporary or permanent basis until the public improvements, except sidewalk construction, are accepted by the City Engineer.

21. UNDERGROUND UTILITIES – PRIVATE. This section covers those smaller private utilities such as gas, electric, phone, cable, etc.

- a. The Developer is responsible for the cost of installing all private utilities of any nature or kind whatsoever.
- b. The Developer shall contact the utility companies to coordinate the installation of the utilities. Private utilities shall not be installed until the curb and gutter are completed and backfilled, as applicable. All utilities shall be installed underground or as otherwise approved in writing by the City Engineer.
- c. The City Engineer must approve of the final location for all private utilities. Joint trenching of the utilities is strongly encouraged. All utilities must be located in public rights-of-way or within drainage and utility easements.
- d. If any conditions set forth in this Agreement conflict with the City's utility franchise agreements, the franchise agreements shall in all cases prevail.

22. RESPONSIBILITY FOR COSTS.

- a. Except as otherwise specified herein, the Developer shall pay all costs incurred by it and the City in conjunction with this Agreement, the approval of the Plat, the grading and

development of the Development Property and the construction of the Improvements required by this Agreement, including but not limited to, all costs of persons and entities doing work or furnishing skills, tools, machinery, equipment and materials; insurance premiums; legal, planning and engineering fees; the preparation and recording of this Agreement and all easements and other documents relating to the Plat and the Development Property, as applicable; all Response Action Plans, traffic studies, environmental assessments and/or engineering and other studies and reports; all permits and approvals; and all City's costs incurred pertaining to the inspection and monitoring of the work performed in connection with approval and acceptance of the plat, the Project and the construction of the Improvements and the other work done and improvements constructed on the Development Property or otherwise related to the Project.

- b. The City shall not be obligated to pay Developer or any of its agents or contractors for any costs incurred in connection with the construction of the Improvements or the development of the Development Property. Developer agrees to defend, indemnify, and hold the City and its mayor, council members, employees, agents and contractors harmless from any and all claims of whatever kind or nature and for all costs, damages or expenses which the City may pay or incur in consequence of such claims, including reasonable attorneys' fees, which may arise as a result of Plat approval, the Project, this Agreement, the construction of the Improvements (except for the negligence or intentional misconduct of the City with respect to the construction of the Improvements), the development of the Development Property or the acts of Developer, and its employees, agents, contractors or subcontractors, in relationship thereto.
- c. The Developer hereby covenants and agrees that Developer will not permit or allow any mechanic's or materialman's liens to be placed on the City's interest in any property that is the subject of the Project or this Agreement during the term hereof. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on the City's

interest, the Developer shall take all steps necessary to see that it is removed within thirty (30) business days of its being filed; provided, however, that the Developer may contest any such lien provided the Developer first posts a surety bond, in favor of and insuring the City, in an amount equal to 125% of the amount of any such lien.

- d. The Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Agreement, including engineering and attorneys' fees.
- e. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments referred to in this Agreement. This is a personal obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.
- f. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within 30 days of the date of the City's invoice to Developer. If Developer fails to pay a required bill, then after providing the Developer with at least fifteen (15) days prior written notice, the City may draw on the Security or alternatively declare the same an event of default, and the City may thereafter assess and certify such unpaid charges to the County Auditor for collection in like manner with property taxes on the Development Property, or the City may take any other actions as may be available under this Agreement, at law, or in equity. Bills not paid within sixty (60) days shall accrue interest at the rate of eight percent (8%) per year.

23. MISCELLANEOUS.

- a. The Developer may not assign this Agreement without the written permission of the City Council. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of the Development Property.

- b. As applicable, in compliance with the Response Action Plan approved by the MPCA for the Development Property, the Developer shall remove and properly dispose of any environmental contamination within the Development Property.
- c. Retaining walls that require a building permit shall be constructed in accordance with plans and specifications prepared by an engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the City Engineer evidencing that the retaining wall was constructed in accordance with the approved plans and specifications. All retaining walls identified on the development plans or by special conditions referred to in this Agreement shall be constructed before any other building permit is issued for a lot on which a retaining wall is required to be built.
- d. Appropriate legal documents regarding Homeowner Association documents, covenants and restrictions, as applicable, shall be filed with the City Clerk with the Final Plat.
- e. Developer shall take out and maintain or cause to be taken out and maintained until six (6) months after the Project is completed and the City has accepted the public improvements, liability and property damage insurance covering bodily injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than \$500,000 for one person and \$1,500,000 for each occurrence; limits for property damage shall be not less than \$1,000,000 for each occurrence. The City shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate evidencing coverage prior to the City authorizing the commencement of work on the public and private improvements specified in this Agreement. The certificate shall provide that the City must be given thirty (30) days advance written notice of the cancellation of the insurance.
- f. Third parties shall have no recourse against the City or Developer under this Agreement.

- g. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.
- h. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.
- i. This Agreement shall run with the land and shall be binding upon Developer and its successors and assigns.
- j. This Agreement will be recorded against the title to the Development Property within 60 days following execution hereof.
- k. The Developer covenants with the City, its successors and assigns, that the Developer is well seized in fee title of the Development Property and/or has obtained consents to this Agreement, in the form attached hereto, from all parties who have an interest in the Development Property; that there are no unrecorded interests in the Development Property; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.
- l. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.
- m. The Developer agrees to comply with all local, state and federal laws, ordinances and regulations applicable to the development of the Development Property and Improvements.

- n. The City's approval of the final plat or this Agreement does not include approval of building permits for any structures to be constructed within the Development Property. The Developer must submit and the City approve building plans prior to the issuance of building permits for structures within the Development Property.

24. **DEVELOPER'S DEFAULT.** In the event of default by the Developer as to any of the work to be performed by it hereunder or the failure to comply with all terms and conditions of this Agreement, the City may, at its option, take one or more of the following actions:

- a. Perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City, is first given notice of the work in default, not less than forty-eight (48) hours in advance. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part for collection with the property taxes on the Development Property;
- b. Obtain an order from a court of competent jurisdiction requiring Developer to perform its obligations pursuant to the terms and provisions of this Agreement;
- c. Obtain an order from a court of competent jurisdiction enjoining the continuation of an event of default;
- d. Halt all development work and construction of improvements until such time as the event of default is cured;
- e. Withhold the issuance of a building permit or permits or certificates of occupancy and/or prohibit the occupancy of any structure(s) for which permits have been issued until the event of default has been cured;
- f. Draw upon and utilize the Security to cover the City's costs to correct the default, the costs to complete any unfinished Project Improvements and/or the costs to enforce this Agreement; or
- g. Exercise any other remedies which may be available to it at law or in equity.

In addition to the remedies and amounts payable set forth or permitted above, upon the occurrence of an event of default by Developer, the Developer shall pay to the City all fees and expenses, including reasonable attorneys fees, incurred by the City as a result of the event of default, whether or not a lawsuit or other action is formally taken.

25. **WARRANTY.** The Developer warrants all Improvements required to be constructed by it pursuant to this Agreement against poor material and faulty workmanship. The warranty period for all Improvement is one (1) year, which shall commence from the time of written acceptance of the work by the City Engineer. The Developer shall post a security in the form of either a) a warranty/maintenance bond for 100% of the cost of the Improvements, or b) a letter of credit or cash escrow for 25% of the amount of the original cost of the Improvements as warranty for the Improvements prior to the City authorizing the commencement of work on the public and private Improvements specified in this Agreement. The retainage from the Project securities identified in this Agreement may also be used to pay for warranty work. The City standard specifications for utilities and street construction identify the procedures for final acceptance of streets and utilities.

26. **SUMMARY OF SECURITY REQUIREMENTS.** To guarantee compliance with the terms of this Agreement, payment of special assessments, payment of the costs of all public improvements, and construction of all public improvements, the Developer shall furnish the City, at the time of final plat approval or approval of this Development Agreement, as applicable, with either a letter of credit or cash escrow or a combination of cash escrow and a letter of credit, as determined by the City, for 125% of the estimated Improvement costs, in the form attached hereto as Exhibits C and D, as applicable, or a City approved alternate form, from a bank (the "Security") for \$59,625. The amount of the Security was calculated as follows:

CONSTRUCTION COSTS:

Storm Sewer and Sump Pump Service Improvements	\$25,500
Grading, Erosion Control, and Turf Establishment	\$12,200
Sidewalks	\$10,000

TOTAL ESTIMATED CONSTRUCTION COST	\$47,700
SECURITY ADD-ON	x 125%
TOTAL PROJECT SECURITIES REQUIRED:	\$59,625

This breakdown is for historical reference; it is not a restriction on the use of the Security. The bank shall be subject to the approval of the City Administrator. The Security may be in the form of annually renewable letters of credit. Individual Security instruments may be for shorter terms provided they are replaced at least thirty (30) days prior to their expiration. The City may draw down the Security, without notice, for any violation of the terms of this Agreement or if the Security is allowed to lapse prior to the end of the required term by presenting the bank/escrow agent with a written demand or an affidavit signed by the City Administrator or the City Administrator's designee attesting to the City's right to draw down and receive funds under the Security. If the required Improvements are not completed at least thirty (30) days prior to the expiration of the Security, the City may also draw the Security down. If the Security is drawn down, the proceeds shall be used to cure the default. Upon receipt of proof satisfactory to the City Engineer that work has been completed and financial obligations to the City have been satisfied, with City Engineer approval, the Security may be reduced from time to time by ninety percent (90%) of the financial obligations that have been satisfied. Ten percent (10%) of the amounts certified by the Developer's engineer shall be retained as Security until: a) all Improvements have been completed, b) iron monuments for lot corners have been installed, c) all financial obligations to the City have been satisfied, d) the required "record" plans have been received by the City, e) a warranty security is provided as specified herein above, f) the public improvements are accepted by the City Engineer, and g) if required by the City Administrator or Code, a title insurance policy indicating that the improvements are free and clear of any and all liens and encumbrances. The City standard specifications for utilities and street construction outline procedures for Security reductions, and reductions in the Letter of Credit, cash escrow or a combination thereof, shall be considered only

after underground utilities are tested and found to be satisfactory and again after the base bituminous layer has been placed.

27. SUMMARY OF CASH REQUIREMENTS. The following is a summary of the cash requirements under this Agreement which must be furnished at the time of final plat approval or approval of this Agreement, as applicable. The Developer shall not proceed with any Improvements until these cash requirements have been paid to the City:

City Base Map Upgrading	\$500
City Engineering Construction Observation (7%)	\$3,339
City Engineering Administration (3%)	\$1,431
City Legal Expenses (0.5%)	\$239

TOTAL CASH REQUIREMENTS	\$5,509
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28. NOTICES. Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by certified mail at the following address: 840 4th Avenue NW, Plainview, MN. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: Plainview City Hall, 241 West Broadway, Plainview, MN 55964.

29. CONSTRUCTION MANAGEMENT. During construction of the Improvements and the Project, the Developer and its contractors and subcontractors shall minimize impacts from construction on the surrounding neighborhood, as follows:

- a. **Definition of Construction Area.** The limits of the Project Area shall be as shown in the City approved Grading, Drainage and Erosion Control Plan and shall be demarcated with construction fencing approved by the City Engineer. Any grading, construction or other work outside this area requires approval by the City Engineer and the affected property owner.
- b. **Parking and Storage of Materials.** Adequate on-site parking for construction vehicles and workers must be provided or provisions must be made to have workers park off site and be

shuttled to the Project Area. No fill, excavating material or construction materials shall be stored in the public right-of-way.

- c. Hours of Construction. Hours of construction, including moving of equipment shall be limited to the hours between 7 a.m. and 9 p.m. on weekdays and 9 a.m. and 9 p.m. on weekends or as otherwise provided in City Code.
 - d. Site Maintenance. Developer shall ensure that its contractor maintains a clean work site. Measures shall be taken to prevent debris, refuse or other materials from leaving the site. Construction debris and other refuse generated from the Project shall be removed from the site in a timely fashion and/or upon the request by the City Engineer. After Developer has received at least a forty-eight (48) hour verbal notice, the City may complete or contract to complete the site maintenance work at Developer's expense.
 - e. Project Identification Signage. Project identification signs shall comply with City Code.
30. **EXPIRATION OF AGREEMENT.** This Agreement shall remain in effect until such time as the Developer shall have fully performed all of its duties and obligations under this Agreement. Upon the written request of the Developer and upon the adoption of a resolution by the City Council finding that the Developer has fully complied with all the terms of this Agreement and finding that the Developer has completed performance of all Developer's duties mandated by this Agreement, the City shall issue to the Developer on behalf of the City an appropriate Certificate of Compliance/Completion. Upon issuance of the Certificate of Compliance/Completion by the City, this Agreement shall terminate.
31. **TERMINATION; CONDITIONS PRECEDENT.**
- a. If Developer fails to: a) acquire fee simple title to all of the Development Property, and b) record this Agreement and the Plat in the office of the Wabasha County Recorder, as applicable and as provided herein, within one (1) year after approval of the Final Plat or this Agreement, as applicable, by the City Council, this Agreement shall terminate and the approval of the Plat shall be null and void, subject to the following:

- i. All costs, fees and other amounts previously paid to the City in connection with the Plat, the Project Improvements, this Agreement and the Project shall belong to and be retained by the City;
 - ii. The obligations of the Developer for costs incurred shall survive such termination and continue with respect to unpaid costs, fees and expenses incurred prior to such termination;
 - iii. The indemnifications of Developer shall survive and continue after such termination; and
 - iv. The parties shall be released from all other obligations and liabilities under this Agreement not specified above.
- b. The City shall have no obligation to construct the Improvements and Developer shall have no right to construct the Improvements or construct the Project on the Development Property unless the Developer acquires fee simple title to the Development Property and records this Agreement and the Plat in the office of the Wabasha County Recorder as required herein within one (1) year after approval of the final Plat by the City Council.
- c. In the event of the termination of this Agreement, the parties agree, if requested by the other party, to execute and deliver to the other party a written termination acknowledgment in a form reasonably satisfactory to both parties.
- d. Developer's right to construct the Improvements is contingent upon its obtaining a building permit from the City following submission of a complete and valid application for same. Nothing contained in this Agreement shall be construed to contain a covenant, either express or implied, for Developer to close on its purchase of the Development Property, commence the development of the Development Property as set forth herein, or sell or lease homes constructed and located on the Development Property.

32. **ADOPTED BY REFERENCE.** The provisions of the City's Code, Chapter 600 are hereby adopted by reference in their entirety, unless specifically excepted, modified, or varied by the terms of this

Agreement, or by the final plat as approved by the City, as applicable. In the event that a provision of this Agreement is inconsistent with or in conflict with the City's Code, the City Code shall govern.

[Remainder of page left intentionally blank.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

BUILDING DESIGN SYSTEMS, LLC:

Lucas Marshman, Its Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2021, by Lucas Marshman, as Manager of Building Design Systems, LLC.

NOTARY PUBLIC

CITY OF PLAINVIEW

BY: _____
Aaron Luckstein, Its Mayor

(SEAL)

AND _____
Carol Kujath, Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Aaron Luckstein and by Carol Kujath, the Mayor and City Clerk of the City of Plainview, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

NOTARY PUBLIC

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A,
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

**MORTGAGEE CONSENT
TO
DEVELOPMENT AGREEMENT**

Foresight Bank of Plainview, which holds a mortgage on the subject Development Property, the development of which is governed by the foregoing Development Agreement, agrees that the Development Agreement shall remain in full force and effect even if it forecloses on its mortgage.

Dated this _____ day of _____, 2021.

STATE OF MINNESOTA)
) ss.
COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this _____ day of _____,
2_____, by _____.

NOTARY PUBLIC

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A,
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

**CONTRACT PURCHASER CONSENT
TO
DEVELOPMENT AGREEMENT**

_____, which/who has a contract purchaser's interest in all or part of the subject Development Property, the development of which is governed by the foregoing Development Agreement, hereby affirms and consents to the provisions thereof and agrees to be bound by the provisions as the same may apply to that portion of the subject Development Property in which there is a contract purchaser's interest.

Dated this ____ day of _____, 20 ____.

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,
2____, by _____.

NOTARY PUBLIC

THIS INSTRUMENT WAS DRAFTED BY:

FLAHERTY & HOOD, P.A,
525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840

**EXHIBIT A
TO
DEVELOPMENT AGREEMENT**

**Legal Description of Development Property Being Final Platted as
Marshman Addition**

Lot 1, Block 1, Harvest Ridge Subdivision, Wabasha County, Minnesota

EXCEPT the following:

Commencing at the northeast corner of Lot Five (5), Block One (1), Kreofsky's Addition to the City of Plainview which is the place of beginning of the land to be herein described; thence East along the North line of said Lot Five (5) if the line was extended East, a distance of twenty (20) feet; thence South parallel to the East line of said Lot Five (5) a distance of ninety (90) feet; thence West at a right angle of 90 degrees a distance of twenty (20) feet, more or less, to the East line of said Lot Five (5); thence North along the East line of said Lot Five (5) ninety (90) feet to the place of beginning.

**EXHIBIT B
TO
DEVELOPMENT AGREEMENT**

AFFIDAVITS

Pursuant to the Development Agreement, prior to acceptance of the improvements by the City, the Developer must complete and furnish the following affidavits:

- Contractor's Certificate;
- Land Surveyor's Certificate; and
- Developer's Certificate;

in substantially the form provided herein, certifying that all construction has been completed in accordance with the terms of the Development Agreement.

CONTRACTOR’S CERTIFICATE OF COMPLIANCE

Project: _____

I/we, the undersigned, certify that the construction of those certain improvements (the “Project”) required to be made by _____ (the “Developer”) pursuant to that certain Development Agreement (the “Agreement”) dated _____, 20____, by and between the City of Plainview (the “City”) and the Developer, are complete and have been completed all in accordance with the provisions of the Agreement, and that the Project improvement work substantially conforms to the approved plans for the required improvements for the above-referenced Project and in accordance with the City Code (Chapter _____), City standard specifications for utilities and street construction, and the City’s engineering standard specifications

I/we certify that the required improvements are free from all defects in material and workmanship from the date of acceptance thereof by the City, that the Contractor agrees to remedy all defects arising within the warranty period at the Developer’s expense, and that the Contractor is now and will remain in compliance with the Warranty/Maintenance Guarantee required by Plainview City Code, Chapter _____, section _____ for the required periods stated therein.

This affidavit is made for the purpose of inducing City of Plainview to accept the Project improvements made as part of the Project for public ownership thereof in accordance with the Agreement.

DEVELOPER’S CONTRACTOR:

BY: _____, Its _____

STATE OF _____)
) ss.
 COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ the _____ of _____, a Minnesota _____, on behalf of _____.

.

 Notary Public

SURVEYOR'S CERTIFICATE

THE UNDERSIGNED is a Licensed Land Surveyor. The plat of _____ Addition was graded in accordance with the grading plan approved by the City for the plat prepared by _____ dated _____. The undersigned certifies that the “record” grading plan dated _____ is accurate and was prepared by the undersigned or under the undersigned’s direction. The record grading plan includes field verified elevations of the following: a) cross sections of ponds; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles; and c) lot corner elevations and house pads. All lots with house footings placed on fill have been monitored and constructed to meet or exceed FHA/HUD 79G specifications.

Dated: _____.

LICENSED LAND SURVEYOR

License No. _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.

Notary Public

DEVELOPER'S CERTIFICATE OF COMPLIANCE

Project: _____

I/we, the undersigned, certify that the construction of those certain improvements (the "Project") required to be made by _____ (the "Developer") pursuant to that certain Development Agreement (the "Agreement") dated _____, 20____, by and between the City of Plainview (the "City") and the Developer, are complete and have been completed all in accordance with the provisions of the Agreement, that the Developer has complied to date with all requirements set forth in the Agreement, and that the work under the above named Project including all appurtenances thereto has been completed in accordance with the City Code (Chapter ____), City standard specifications for utilities and street construction, and the City's engineering standard specifications.

I/we further certify that all charges or bills for labor or services performed or materials furnished, and other charges by the subcontractors for the required Project improvements have been paid in full and in accordance with the terms of that/those contract(s).

I/we further certify that the required Project improvements are free and clear of any and all liens and encumbrances; that no notice of intention to claim liens is outstanding, and that no suits are pending by reason of the Project.

I/we finally certify that the required improvements are free from all defects in material and workmanship from the date of acceptance thereof by the City, that the Developer agrees to remedy all defects arising within the warranty period at the Developer's expense, and that the Developer is now and will remain in compliance with the Warranty/Maintenance Guarantee required by Plainview City Code, Chapter ____, section ____ for the required periods stated therein.

This affidavit is made for the purpose of inducing City of Plainview to accept the Project improvements made as part of the Project for public ownership thereof in accordance with the Agreement.

DEVELOPER:

Lucas Marshman

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Lucas Marshman, an individual, with a primary address at _____.

NOTARY PUBLIC

**EXHIBIT C
TO
DEVELOPMENT AGREEMENT**

IRREVOCABLE LETTER OF CREDIT

No. _____
Date: _____

TO: City of Plainview
241 West Broadway
Plainview, MN 55964

Dear Sir or Madam:

We hereby issue, for the account of (Name of Developer) and in your favor, our Irrevocable Letter of Credit in the amount of \$ _____, available to you by your draft drawn on sight on the undersigned bank.

The draft must:

- a) Bear the clause, "Drawn under Letter of Credit No. _____, dated _____, 2_____, of (Name of Bank)";
- b) Be signed by the Mayor or City Administrator of the City of Plainview.
- c) Be presented for payment at (Address of Bank), on or before 4:00 p.m. on November 30, 2_____.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the Plainview City Administrator that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: Plainview City Administrator, Plainview City Hall, 241 West Broadway, Plainview, MN 55964, and is actually received by the City Administrator at least thirty (30) days prior to the renewal date.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 600.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

BY: _____

Its _____

**EXHIBIT D
TO
DEVELOPMENT AGREEMENT
ESCROW AGREEMENT**

This Escrow Agreement ("Escrow Agreement") is made and entered into this _____ day of _____, 20____, by and between the CITY OF PLAINVIEW, a Minnesota municipal corporation (the "City"), whose address is 241 West Broadway, Plainview, MN 55964, and Lucas Marshman., an individual, with an address of [add], Plainview, MN 55964; and _____ [Insert Name of the Bank] (the "Bank" or "Escrow Agent"), as Escrow Agent in connection with the development of a _____ [Insert Type of Development] known as _____ [Insert Name of the Project] (the "Project") located at _____ [Insert Full Address of Project], _____, _____ County, Minnesota.

RECITALS

WHEREAS, the Developer has received final plat approval from the City for the development of the Project as set forth on the final plat entitled " _____ ", dated _____, 20____, (the "Final Plat"); and

WHEREAS, as a condition of Final Plat approval, the Developer and City have also entered into that certain Development Agreement, dated _____, 20____, (the "Development Agreement"); and

WHEREAS, the Developer pursuant to Plainview City Code, the Development Agreement, Final Plat and other City approvals, at its own expense, is required to complete the construction of certain public improvements (the "Improvements" or "work") as part of the Project; and

WHEREAS the Parties to this Escrow Agreement wish to establish a mechanism to secure the obligations of the Developer for the work as set forth above and to provide the City a financial guarantee to assure the satisfactory completion of the required Improvements; and

WHEREAS, pursuant to Plainview City Code and the Development Agreement, the Developer must provide security for construction of the required Improvements and an Escrow Account is a permissible form of security; and

WHEREAS, the Developer desires to provide the required Improvements and has established an Escrow Account with the Bank for such purpose; and

WHEREAS, the Bank executes this Escrow Agreement solely in the capacity of Escrow Agent.

NOW, THEREFORE, in consideration of the promises and the mutual obligations of the Parties contained herein, each does hereby covenant and agree with the others as follows:

1. Incorporation of Recitals and Documents. The recitals set forth above are acknowledged by the Parties to be true and correct and are hereby incorporated herein by reference. The following documents referred to in this Escrow Agreement are hereby made a part hereof by reference:
 - a. Development Agreement;
 - b. Final Plat; and
 - c. Plainview City Code, Chapter _____.
2. Escrow Account/Funds Amount. To guarantee compliance with the terms of the Development Agreement, the Developer has established an Escrow Account with the Bank and agrees to deposit cash escrow funds in U.S. Dollars into the established Escrow Account with the Bank in that amount required by the Development Agreement, which is \$ _____ (the "security"). The security shall be deposited into the established Escrow Account prior to or at the time of Final Plat approval. The Developer shall obtain a letter from the Bank addressed to the City

acknowledging Developer's creation of the required Escrow Account in the name of the City as surety deposit for the Project and verifying that the Developer has deposited the cash escrow funds in the amount of the security required in the Development Agreement. The Developer shall submit the Bank's letter to the City prior to or at the time of Final Plat Approval.

3. Disbursements from Escrow Account.

- a. The City agrees that the Escrow Account funds on deposit with the Bank shall be deposited in an interest bearing account and shall only be disbursed and used as payment for the required Improvements pursuant to the process and requirements contained in the Development Agreement and this Escrow Agreement. All interest shall accrue to the Developer at such times as the Bank pays interest, but shall remain in Trust with the Bank.
- b. The deposit of the Escrow Account funds by the Developer will be made to ensure that Developer funds are available to the City for withdrawal by the City in the event it becomes necessary for the City, in the City's judgment, to withdraw the funds in order to complete satisfactory construction of the required Improvements in accordance with the Development Agreement.
- c. The Escrow Account funds shall not be used or pledged by the Developer for any other purpose during the period the Escrow Account is in effect. Upon satisfactory completion of the required public Improvements, as shall be determined by the City Engineer or his designee in writing, money in the Escrow Account, plus any accrued interest, shall be released to the Developer in accordance with the requirements contained in the Development Agreement taking into consideration the required warranty period.
- d. In the judgment of the City, in the event the Developer defaults as the same is defined in the Development Agreement, or otherwise fails to comply with the terms of the Development Agreement, or otherwise fails to complete the required public Improvements to the satisfaction of the City Engineer in accordance with the terms of the Development Agreement and City approved plans and specifications, upon notice by the City to the Bank, the Escrow Account Funds shall be immediately, without further action, paid over to the City, in the amount requisitioned by the City, for use by the City in completion of the required public Improvements and/or to reimburse the City for any costs or expenses incurred by the City therefore.
- e. The City will also promptly submit to the Developer a copy of such notice as it files with the Bank. The consent of the Developer to payments by the Bank to the City shall not be required or solicited. The Bank shall incur no liability to the Developer on account of making such payment to the City, nor shall the Bank be required to inquire into the propriety of any claim by the City of default on the part of the Developer or into the use of such funds by the City in completing such Improvements. The Bank shall not refuse or delay to make such payments to the City when requested by the City by an appropriate notice, and the Developer will not interfere with, object to or otherwise hinder such payments by the Bank to the City.
- f. Any work to be performed by the City pursuant hereto shall be let on a contractual basis as required by governing law, or on a time and material basis or shall be performed by the City with its own personnel and equipment or shall be accomplished in such a manner as in the judgment of the City shall accomplish the work expeditiously and economically.
- g. The City shall be the sole beneficiary of the Escrow Account and shall have sole power to draw upon funds from the Escrow Account in accordance with the terms of the Development Agreement and this Escrow Agreement.
- h. Nothing herein shall relieve the Developer from the obligation to pay any additional costs, if actual costs exceed the above-stated cost. Nothing herein shall relieve the Developer from the obligation to pay any additional costs, if actual costs exceed the amount retained in the Escrow Account, after the time of completion.
- i. All disbursements under this Escrow Agreement from the Escrow Account shall be made by and through the Escrow Agent in accordance with the terms of the Development Agreement and this Escrow Agreement.
- j. If monies are released by the Bank to the City pursuant to this Escrow Agreement and it shall later develop that a

portion of the released monies are surplus to the City's needs, any such surplus shall be returned by the City to the Bank to be held and distributed by the Bank pursuant to the terms of the Development Agreement and this Escrow Agreement.

- k. In the event that the Developer furnishes the City with an Irrevocable Letter of Credit, in a form and substance satisfactory to the City, as replacement security for the funds escrowed hereunder, and the City concludes that it is beneficial to the City to do so, the City may release all or a portion of the funds escrowed by this Escrow Agreement and accept the Irrevocable Letter of Credit, provided the Bank reconfirms, in writing its commitment to the terms and conditions contained herein.

4. Bank as Escrow Agent.

- a. As Escrow Agent hereunder, the Bank, acting in such capacity, shall have no duties or responsibilities except for those expressly set forth herein.
- b. The Parties agree that the Escrow Agent shall be a financial institution or title company licensed and registered to operate in the State of Minnesota and shall be acceptable to the City.
- c. The Developer shall indemnify and hold harmless the Bank against any loss, damage or liability, including, without limitation, attorney's fees which may be incurred by the Bank in connection with this Escrow Agreement, except any such loss, damage or liability incurred by reason of the negligence or willful misconduct of the Bank. It is further understood by the Developer that if, as the result of any disagreement between it and any other party or adverse demands and claims being made by it or anyone else upon the Bank, or if the Bank otherwise shall become involved in litigation with respect to this Escrow Agreement, the Developer agrees that it shall reimburse the Bank on demand for all costs and expenses, including, without limitation, attorney's fees, the Bank shall incur or be compelled to pay by reason of such dispute or litigation, including reasonable compensation for time expended in connection with any such dispute or litigation.
- d. The Developer shall indemnify and hold harmless the City against any claim, loss, damage or liability, including, without limitation, attorney's fees, which may be incurred by or brought against the City in connection with this Escrow Agreement, except any such loss, damage or liability incurred by reason of the negligence or willful misconduct of the City.
- e. All indemnification obligations shall survive termination, expiration or cancellation of this Escrow Agreement.
- f. The Bank, acting as such, shall not be liable to anyone by reason of an error or judgment, a mistake of law or fact, or for any act done or step taken or omitted in good faith, and this provision shall survive the termination of this Escrow Agreement.
- g. At the time the last of the escrowed funds are released and disbursed by the Bank in accordance with this Escrow Agreement, the Bank shall be discharged from any obligation under this Escrow Agreement.
- h. In accordance with the provisions above, the Bank may rely upon and shall be protected in acting upon any statement, instrument, opinion, notice, request, order, approval or document believed by the Bank to be genuine and to have been signed or presented by the proper party or parties.
- i. The Escrow Agent shall keep records of all requests and transactions made from the Escrow Account, which records may be inspected by the Developer and the City Engineer, respectively, immediately upon request by either Party to the Escrow Agent.
- j. The Developer is responsible for all costs and fees payable to the Escrow Agent for service rendered by the Bank in accordance with this Escrow Agreement.

5. Substitution or Resignation of Bank. The Bank reserves the right to withdraw from this Escrow Agreement and cease serving as Escrow Agent hereunder at any time by giving thirty (30) days written notice thereof to the Developer and City.

Upon notice of resignation by the Bank, the Developer agrees to find within ten (10) days of such notice a replacement Escrow Agent acceptable to the City. The Bank agrees to deliver the escrowed funds then held by the Bank to such replacement escrow holder and notify all parties hereto. The Bank shall thereupon be released from any and all responsibility or liability to the Parties hereto. If the Developer fails to appoint a replacement escrow agent within such ten (10) day period, the Bank shall petition any court having jurisdiction for the appointment of a successor escrow agent or for instructions as to the disposition of the documents and moneys held by it under this Escrow Agreement. In any event such court appoints a successor escrow agent, the Bank shall deliver the escrowed funds then held pursuant to this Escrow Agreement, and all records and other documents held by it under this Escrow Agreement, upon payment of all fees and expense reimbursements due to the Bank, to such successor escrow agent and the Bank shall thereby be released from any and all responsibility or liability to the Parties hereto. Pending such appointment or instructions, the Bank shall continue to be bound by the terms of this Escrow Agreement.

6. Notices. Any notice provided for or permitted under this Escrow Agreement, unless otherwise provided herein, will be treated as having been received (a) when delivered personally, (b) when sent by confirmed facsimile or (c) three (3) days following when sent by certified mail, to the party to be notified, at the address set forth below, or at such other place of which the other party has been notified in accordance with the provisions of this paragraph (except that the Escrow Agent shall not be bound by or required to act upon any notice unless and until actually received by it).

- a. If to the Developer, at:

Lucas Marshman

Plainview, MN 55964

Phone # _____

Fax # _____

- b. If to the City, at:

Plainview City Administrator

241 West Broadway

Plainview, MN 55964

Phone # _____

Fax # _____

- c. If to the Escrow Agent, at:

Such notice will be treated as having been received upon actual receipt if actual receipt occurs earlier than as provided in clauses (a) through (c) hereof. Notwithstanding the foregoing, no notice to the Escrow Agent shall be deemed given to or received by the Escrow Agent unless delivered to an officer of the Escrow Agent having responsibility under this Agreement.

7. Termination. This Escrow Agreement shall terminate and be of no force or effect upon the completion of the terms and conditions contained herein and completion of the retained security requirements (retainage) contained in the Development Agreement; provided however, that the security requirements for the warranty period required in the Development Agreement are otherwise provided for in a manner acceptable to the City and in accordance with the Development Agreement. Subject to the retainage requirements contained in the Development Agreement, in the event that the security requirements for the warranty period required in the Development Agreement are not otherwise provided for in an alternate manner acceptable to the City, this Escrow Agreement shall not terminate until the expiration of the required warranty period, except that the amount of the security remaining in the Escrow Account for the warranty period shall be as provided in the Development Agreement.

8. General Terms.

- a. Voluntary and Knowing Action. The parties, by executing this Agreement, state that they have carefully read this Escrow Agreement and understand fully the contents thereof; that in executing this Escrow Agreement they voluntarily accept all terms described in this Escrow Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- b. Authorized Signatories. The parties each represent and warrant to the other that (1) the persons signing this Escrow Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Escrow Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- c. Successors and Assigns. This Escrow Agreement may not be assigned by the Developer or Bank without the prior written consent of the City. This Escrow Agreement shall be binding upon, and inure to the benefit of the parties hereto and their respective successors and permitted assigns. No other person has any rights, interest, or claims hereunder or is entitled to any benefits under or on account of this Escrow Agreement as a third-party beneficiary or otherwise.
- d. Modifications/Amendment. Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representative of the parties.
- e. Governing Law. This Escrow Agreement shall be deemed to have been made and accepted in Wabasha County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of this Escrow Agreement without regard to its choice of law or conflict of laws principles.
- f. Data Practices. The parties acknowledge that this Escrow Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.
- g. No Waiver. Nothing in this Escrow Agreement shall be construed to waive any immunities or limitations to which the City is entitled under Minn. Stat. Chapter 466 or otherwise. No waiver by any party to this Escrow Agreement of any condition or of any breach of any provision of this Escrow Agreement will be effective unless in writing. No waiver by any party of any such condition or breach, in any one instance, will be deemed to be a further or continuing waiver of any such condition or breach or a waiver of any other condition or breach of any other provision contained in this Escrow Agreement.
- h. Entire Agreement. These terms and conditions constitute the entire agreement between the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Escrow Agreement.
- i. Headings and Captions. Headings and captions contained in this Escrow Agreement are for convenience only and are not intended to alter any of the provisions of this agreement and shall not be used for the interpretation of the validity of the agreement or any provision hereof.
- j. Cooperation. The parties hereto agree to cooperate with one another in the performance of their respective obligations and responsibilities set forth in this Escrow Agreement. The parties further agree to execute and deliver such other and additional documents and instruments as may be reasonably necessary to accomplish the purposes of this Escrow Agreement.
- k. No joint venture or partnership. The parties hereto agree that they will be independent contractors in performing their respective obligations under this Escrow Agreement. This Escrow Agreement is not intended to create nor does it create, a relationship of partners or joint ventures between the parties hereto.
- l. Severability. The invalidity or unenforceability of any provision of this Escrow Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Escrow Agreement shall be

construed and enforced as if the agreement did not contain that particular provision to the extent of its invalidity or unenforceability.

- m. Force Majeure. Escrow Agent shall not be liable to the undersigned for any loss or damage arising out of any acts of God, strikes, equipment, or transmission failure, war, terrorism, or any other act or circumstance beyond the reasonable control of Escrow Agent.
- n. Compliance with Laws. The parties hereto shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to the subject matter hereof.
- o. Non-Discrimination. The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.
- p. Execution. This Escrow Agreement may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any party to the counterpart shall be deemed a signature to the Agreement, and may be appended to, any other counterpart, facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing party.

(Remainder of page left intentionally blank.)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

DEVELOPER: LUCAS MARSHMAN

Lucas Marshman

CITY: CITY OF PLAINVIEW

By: _____
Aaron Luckstein, Its: Mayor

By: _____
Carol Kujath, Its: City Clerk

BANK/ESCROW AGENT: _____

By: _____
_____, It _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by
Lucas Marshman, an individual, with an address of _____.

NOTARY PUBLIC

ACKNOWLEDGMENT OF CITY

STATE OF MINNESOTA)

) ss.

COUNTY OF WABASHA)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Aaron Luckstein and by Carol Kujath, the Mayor and City Clerk of the City of Plainview, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

NOTARY PUBLIC

ACKNOWLEDGMENT OF BANK

STATE OF _____)

) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ the _____ of _____, a _____ [e.g., corporation, limited liability company, limited liability partnership] under the laws of the State of _____ [Minnesota], on behalf of the _____ and pursuant to the authority granted by its _____ [e.g., board of directors].

NOTARY PUBLIC

CITY OF PLAINVIEW, MN
CITY COUNCIL RESOLUTION 2021-08

APPROVING THE DEVELOPMENT AGREEMENT BETWEEN THE CITY OF PLAINVIEW
AND BUILDING DESIGN SYSTEMS, LLC RELATED TO THE MARSHMAN ADDITION
FINAL PLAT

WHEREAS, Building Design Systems, LLC is seeking approval of a development agreement related to and as a condition of the Marshman Addition Final Plat, City of Plainview, Resolution No. 2021-07, for the development of that certain property legally described therein (the “Development Property”); and

WHEREAS, the above-referenced Development Agreement, which is attached hereto as Exhibit A, requires that prior to construction activities on the Development Property, Building Design Systems, LLC, shall enter into a development agreement with the City and will comply with all terms and conditions thereof; and

WHEREAS, Building Design Systems, LLC proposes to undertake certain activities associated with the development on the Development Property included within the Final Plat of the Marshman Addition, including but not limited to, the installation of public improvements; and

WHEREAS, Building Design Systems, LLC, as a condition of Final Plat approval and as provided in the attached Development Agreement, will provide financial security in the form of an escrow agreement or letter of credit, which are attached to the Development Agreement, insuring the installation of the required public improvements and is agreeing to pay to the city the required fees and charges associated with the Marshman Addition Final Plat.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL THAT: the Development Agreement between the City of Plainview and Building Design Systems, LLC, is hereby approved as to form.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL THAT: the mayor and city clerk of the City of Plainview, respectively, are authorized to sign the Development Agreement and Escrow Agreement substantially in the form attached hereto, allowing for any minor or technical changes as necessary to complete the documents substantially in the form hereby approved, provided that Design Systems, LLC has first properly executed such Development Agreement, recorded the above-referenced Final Plat, executed such Escrow Agreement and provided the required financing and security, and obtained all consents as applicable for execution of the Development Agreement and Escrow Agreement from mortgagee’s or otherwise.

PASSED by the City Council of the City of Plainview on this 16th day of March, 2021.

ATTEST

City Clerk

Mayor

VOTE: ___ LUCKSTEIN ___ DASCHNER ___ REEVE ___ JACOBS
 ___ HAMMER BARTLEY

EXHIBIT A
DEVELOPMENT AGREEMENT

EXHIBIT B
ESCROW AGREEMENT

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM: Sidewalk Plan Proposal	AGENDA SECTION: New Business
PREPARED BY: David Todd, City Administrator	AGENDA NO. 8.C.
ATTACHMENTS: Sidewalk Plan Proposal and Work Order	APPROVED BY: DT
RECOMMENDED ACTION: Motion to approve Sidewalk Plan Proposal and Work Order Agreement between Bolton and Menk and the City of Plainview	

SUMMARY

At the February 2021 City Council meeting, during discussion of the preliminary plat for the Orchard Hills 7th Addition development, the issue of sidewalks was discussed. At that time, Council wanted staff to create a comprehensive sidewalk plan to develop consistency and address areas in which there was a lack of walkability in Plainview.

Staff, along with our City Engineers Bolton and Menk, have put together a sidewalk plan proposal and subsequent work order to address deficiencies in walkability and inconsistencies of sidewalks in Plainview. The attached proposal and work plan is the final product put together by Bolton and Menk for Council consideration.

Total cost of the work is estimated at \$16,500 that will be taken out of the sidewalk budget for public works. This fund was increased by \$20,000 in the 2021FY Budget so there are adequate funds available for this project.

David Todd
City Administrator



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Fax: (507) 208-4155
Bolton-Menk.com

February 18, 2021

David Todd
City Administrator
City of Plainview
241 W Broadway
Plainview, MN 55964

RE: **DRAFT** Proposal for Pedestrian and Sidewalk Plan
City of Plainview, Minnesota

Dear Mr. Todd,

Bolton & Menk is pleased to provide you with this proposal for professional planning and engineering services for a pedestrian and sidewalk plan. Our team of experienced planners and engineers are prepared to take on the pedestrian and sidewalk plan to help the City establish pedestrian-friendly corridors, connect neighborhoods with destinations, and guide infrastructure investment in future development and redevelopment. The City will ultimately be equipped with a plan to make informed decisions and positively impact the community's walkability.

Plainview currently does not have a pedestrian and sidewalk plan. The City is seeking a plan to improve pedestrian infrastructure in existing neighborhoods and determine if new subdivisions should build sidewalk as a part of a future network.

Our goal is to establish a pedestrian and sidewalk plan that will help visualize the City's collective vision, goals, and objectives, and to provide a sound framework for decision-making regarding investment in existing neighborhoods and new developments. A successful pedestrian and sidewalk plan will ensure that existing and new developments are connected to walkable destinations throughout the City and that current and future residents will be able to walk for transportation and recreation. This plan will include an implementation schedule and recommend locations for a sidewalk network. The pedestrian and sidewalk plan, and any subsequent updates, can then be used to guide the efforts of community leaders and interest groups in their pursuit of walking-related improvements and funding within the community in an efficient and organized manner.

This proposal will define our scope of work and cost of these services. We look forward to discussing this proposal with you and the City of Plainview.

Sincerely,

Bolton & Menk, Inc.

DRAFT

Brian Malm, P.E.
Principal

[illegible]

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM: 2021 Capital Improvement Plan	AGENDA SECTION: New Business
PREPARED BY: Vicki Axley, Finance Director	AGENDA NO. 8.D.
ATTACHMENTS: 2021 Capital Improvement Plan	APPROVED BY: DT
RECOMMENDED ACTION: Motion to approve the Capital Improvement Plan for 2021.	

SUMMARY

During the budget process, the department heads give me an updated list of capital improvement requests for the upcoming year. These requests are then updated on our long-term capital improvement plan that was implemented several years ago. We review and update this each year as our needs change.

We include a capital improvement levy in our budget each year to help fund the capital improvement plan. For the 2021 budget, council approved a \$175,000 levy for the capital improvement fund and a \$175,000 levy for the street project fund. These levies are meant to help rebuild these funds each year after projects are completed and equipment is purchased.

At this point, we are just asking you to approve the plan for 2021 with the understanding that this is just a list of planned expenses and it is subject to change. Each item will still be brought before the council for approval when the department head is prepared to move forward with the purchase and a decision can be made at that time whether to purchase the item or to move it to a future year.

Due to some unexpected expenditures and repairs since the plan was first implemented, we need to review the entire plan and make changes as necessary. We will do this as soon as our 2020 audit is complete, and we know exactly what the balance of each fund is. We intend to have Mike Bubany, our financial advisor, help us review and update this plan at that time using a program he created for us. He will also take the infrastructure plan into consideration and work those projects into our long-term plan. We will then present the entire plan to council for discussion and formal approval. The plan will be reviewed and updated annually.

CAPITAL IMPROVEMENT PLAN				
2021				
		FISCAL	COST	SOURCE OF
<u>DEPARTMENT</u>	<u>EQUIPMENT/PROJECT</u>	<u>YEAR</u>	<u>ESTIMATE</u>	<u>FUNDS</u>
<u>Administration</u>	City Hall Roof Project	2021	70,655	Capital Improvement Fund
<u>Administration</u>	Codification	2021	25,000	Capital Improvement Fund
<u>Administration</u>	Fire Files	2021	10,000	Capital Improvement Fund
<u>Administration</u>	Document Management System	2021	15,000	Capital Improvement Fund
<u>Administration</u>	Admin Computers - 3 yr replacement	2021	12,500	Capital Improvement Fund
<u>Police Dept.</u>	(7) Tasers T7	2021	16,800	Capital Improvement Fund
<u>Fire Dept.</u>	none	2021	0	Capital Improvement Fund
<u>Library Dept.</u>	none	2021	0	Capital Improvement Fund
<u>Public Works - General</u>	Toolcat replacement	2021	35,000	Capital Improvement Fund
<u>Public Works - General</u>	Bucket Truck	2021	32,000	Capital Improvement Fund
<u>Public Works - General</u>	Street Painter	2021	7,500	Capital Improvement Fund
<u>Public Works - Parks</u>	Resurface Eastwood Tennis Courts	2021	15,000	Capital Improvement Fund
<u>Public Works - Parks</u>	Eckstein Park-Lighting Project	2021	58,668	Capital Improvement Fund
<u>Cemetery</u>	none	2021	0	Capital Improvement Fund
<u>Water Utility</u>	WA Meter Replacement Program-4 YR	2021	85,000	Water Fund Reserves
		Total	\$383,123	
			<u>Funding Summary</u>	
			\$298,123	CIP Fund
			\$85,000	Water Fund Reserves
			<u>CIP Fund Balance</u>	
			\$80,656.00	12/31/20 Estimated Balance
			\$175,000.00	2021 Levy Revenues
			\$298,123.00	2021 Expenses
			-\$42,467.00	12/31/21 Estimated Balance

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM:	Planning Commission Meeting Time Change	AGENDA SECTION:	New Business
PREPARED BY:	David Todd, City Administrator	AGENDA NO.	8.E.
ATTACHMENTS:	Resolution 2021-09 Meeting Time Change for Planning Commission	APPROVED BY:	DT
RECOMMENDED ACTION: Motion to approve Resolution 2021-09 approving the time change for the planning commission meetings			

SUMMARY

At the March 2nd 2021 Planning Commission meeting, during open discussions the Commission proposed changing the time of the meetings from 7:00PM on the first Tuesday of each month to 6:00PM on the first Tuesday of each month in order to accommodate staff and the members of the Planning Commission. The time change will not conflict with other City board or commission meetings.

Staff, along with Planning Commission members feel that moving the time of the meetings up by one hour, will benefit the Commission and the public making the meetings more efficient with the ability to attend by all.

David Todd
City Administrator

CITY OF PLAINVIEW, MN
CITY COUNCIL RESOLUTION 2021-09

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PLAINVIEW,
MINNESOTA TO DESIGNATE PLANNING COMMISSION MEETINGS ON THE FIRST
TUESDAY OF EACH MONTH AT 6:00PM

- WHEREAS, The City of Plainview (“City”) has established, by ordinance Chapter 200, a Planning Commission (“Commission”) to assist with planning, zoning, and development in the City and to act as an advisory board to the City Council; and
- WHEREAS, The authority granted the Commission is outlined in State Statute 462.354; and
- WHEREAS, Pursuant to Minn. Stat. 462.354 and City Code provision 207.3 defines the organization and meeting requirement of the City; and
- WHEREAS The Commission seeks to change the meeting time from 7:00PM to 6:00PM with the meeting date to remain unchanged; and
- WHEREAS, The Commission at its regularly scheduled meeting, by affirmative vote of its members, elected to change the meeting time to accommodate staff and Commission members; and
- WHEREAS, City staff and Commission members believe that the time change will benefit the public by making it easier for developers, contractors, and the public to attend; and
- WHEREAS, The time change will not adversely affect any other board or commission meeting within the City organizational structure.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PLAINVIEW, MINNESOTA THAT:

1. The Planning Commission of the City of Plainview, Minnesota hereby adopts this resolution establishing the Commission meeting date and time as the first Tuesday of each month at 6:00PM

Passed by the City Council of the City of Plainview, Minnesota this 16th day of March 2021.

ATTEST:

Carol Kujath, City Clerk

Aaron Luckstein, Mayor

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: March 16, 2021

AGENDA ITEM:	Outdoor Recreation Grant Program Eckstein Field Project Application	AGENDA SECTION:	New Business
PREPARED BY:	David Todd, City Administrator	AGENDA NO.	8.F.
ATTACHMENTS:	Grant Application, Resolution 2021-10	APPROVED BY:	DT
RECOMMENDED ACTION: Motion to approve the grant application and subsequent resolution 2021-10 approving the submittal of the grant to the DNR			

SUMMARY

In January 2021, City Council approved seeking a grant from the DNR Outdoor Recreation Grant Program to assist the City with Eckstein Field improvements. The application has a deadline for submittal of March 31, 2021.

Staff is seeking Council approval to submit the grant application and subsequent resolution to the DNR Outdoor Recreation Grant Program to assist the City with Eckstein Field rehabilitation. The project will consist of updating the multi-purpose lighting, dugouts, equipment storage garage, ticket booth and two announcer booths. The current facility and structures are over 40 years old and have outlasted their useful life.

The total project cost is \$106,608 and the City is seeking \$50,000 in grant money to offset the project cost. This will leave the City with a matching amount of \$56,808 which may come out of Capital Improvement Program.

Respectfully,

David Todd
City Administrator

2021 Grant Application
Outdoor Recreation Grant Program
Submission Deadline: March 31, 2021

Before completing this application, please read the [2021 Outdoor Recreation Program Manual](#) for more program information. Only one park may be included in an application. Applicants are eligible to submit more than one application and receive more than one grant.

This program is very competitive. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by **March 10th** if you would like staff to provide comments. Be sure to allow enough time to complete the applicant resolution, public participation and any appraisals (if your project includes land acquisition). Only complete applications submitted by the deadline will be considered.

Applications are to be submitted electronically in a “.pdf” format by the due date above. Please format the entire application, including all attachments, as one pdf. Use the form provided for each item or reproduce it in the same format. Use [Item 1 – Application Summary](#) as your cover sheet. To submit the application, email a pdf version of it to Parkgrants.DNR@state.mn.us.

Paper submission of applications will no longer be accepted unless arranged in advance of the due date with program staff. After submission, make sure you receive a confirmation email that your application arrived in a useable form by the due date. Applications submitted in an unusable format will not be considered for funding.

Timeline: 2021 Grant Round

- Application materials become availableDecember 2020
- Submission deadlineMarch 31, 2021
- Awards announcedJuly 2021
- Agreements are signed – project may beginOctober – November 2021
- Grants expire – projects must be completedJune 30, 2023

For assistance, please contact

- Mai Neng Moua, 651-259-5638, mai.n.moua@state.mn.us
- Audrey Mularie, 651-259-5549, audrey.mularie@state.mn.us
- Department of Natural Resources (DNR) Information Center, 1-888-646-6367

TABLE OF CONTENTS

Required for all projects:

- Item 1: Application Summary
- Item 2: Project Narrative
- Item 3: Project Relation to SCORP
- Item 4: Cost Breakdown
- Item 5: Project Site Evaluation
- Item 6: Public Participation and Benefit
- Item 7 Availability for Public Use
- Item 8: Statement of Accessibility
- Item 9: Projected Operation and Maintenance Costs

Attachments:

Required for all Projects:

- Attachment A: Applicant Resolution
- Attachment B: Location Map
- Attachment C: Recreational Site Plan
- Attachment D: Photos

Required if applicable to your project:

- Attachment E: Plans
- Attachment F: Appraisal(s) – Required for all land acquisition projects

ITEM 1 - APPLICATION SUMMARY –2021 APPLICATION

Applicant Information

Name of applicant: City of Plainview
 Name and title of contact: Shane Loftus, Public Works Director
 Address: 241 West Broadway
 City: Plainview State: MN Zip Code: 55964
 Phone: 507-534-2229 Email: s.loftus@plainviewmn.com

Park Information

Park Name: Eckstein Field Athletic Complex
 Park Address: 390 North Wabasha
 City: Plainview Nine Digit Zip Code: 55964-1548
 County: Wabasha
 Existing \$ Acres: 10

Project Information

Project Type (Check all that apply to this project):

- ☐ Acquisition: Acres to be purchased: **Click to enter amount.**
- ☐ New Development/Construction
- ☒ Redevelopment/ Rehabilitation
- ☐ Replacement/ Demolition

Description:

The project will consist of bringing existing faulty field lights for the multi-purpose baseball/softball/soccer/football field (seasonal dependent) up to code by removing the existing primary switch and replacing it with a secondary switch. To do this, new wiring needs to be run from the secondary switch to each light. We are also proposing to updating the two baseball/softball dugouts, the equipment storage garage, ticket booth, and two announcer booths to replace rotting wood and rusting metal. All of the buildings were last updated in the late 1970s. City staff have adequately maintained them to get over 40 years of use. These updates will continue to provide structural integrity and further extend the useful life of the buildings. The rehabilitation will also make the buildings safer for users.

Financial Information

The Applicant must provide a non-state match of, at least, 50% of the total cost. This match may consist of cash or the value of materials, labor and equipment usage by the applicant or donations or any combination of these. Applicants that provide, at least, 20% of the match from their own resources will receive additional consideration in the review criteria. The total cost shown below must equal the total costs shown in Item 4 – Cost Breakdown.

Total Project Cost: \$106,608.00
 Grant Request: \$50,000.00
 Match Amount: \$56,608.00

Match Description: List all sources and amounts of the match. Identify if it is committed or pending. Projects that have the match committed will receive additional consideration in the review criteria.

The City of Plainview dedicated \$58,668.00 in its Fiscal year 2021 budget to complete this work. The budget was approved by council. In the event of increased project expenses due to material increases, the City has reserves in its Parks and Trails capital improvement fund.

ITEM 2 - PROJECT NARRATIVE

Please limit your narrative to one page.

1. Provide a general overview of what the project involves and what will be accomplished by the completion of the project. You may discuss why this project is needed at this time, the new facilities that will be constructed, the existing facilities that will be renovated or replaced, or the general site improvements.

Currently the power source for the lights for the multi-purpose athletic field have been shut off by the local power company because the wiring is not up to code and is unsafe for City staff and power company staff. Not being able to utilize the lights has greatly limited the school district's and resident's ability to use the site for baseball, softball, soccer, and other outdoor activities like concerts and public gatherings. The Athletic field complex is often used by surrounding communities for high school baseball and soccer during compressed seasons because of the ability to have double-headers that run into the evening hours. This project will bring the lights up to code and operational for many years to come. In addition, the existing dugouts, two announcer boxes, ticket booth, and equipment storage garage were all constructed with wood and experiencing rot. All the buildings were last updated in the late 1970s. The City has been adequately maintaining the site by continually painting and patching the buildings but the exterior structure has reached its useful life. The framing is still good and can be salvaged. These updates will preserve the integrity of the site and make them safer for staff and players using the site.

2. What design elements are included that contribute to preserving environmental resources as part of ensuring a quality outdoor recreation experience for present and future generations?

The City will be keeping all the primary structural components of the lights and buildings as part of the rehabilitation project. This project will extend the useful life for each structure and prevent the structures from further deteriorating and ultimately ending up in a landfill. Preserving existing structures and rehabilitating them results in significant cost savings of approximately \$400,000. It also minimizes the need to purchase new materials thereby reducing the production of raw materials and reducing our environmental footprint. We will also be installing the wiring through directional drilling to minimize disturbance of soil and ensure proper stormwater protection.

ITEM 3 - PROJECT RELATION TO SCORP

Discuss the following topics from the Statewide Comprehensive Outdoor Recreation Plan (SCORP) that apply to your project. *The SCORP is available at this [link](#).*

Does the Project Connect People to the Outdoors?

1. Does the proposed project design and redevelop outdoor recreation facilities so that they can accommodate varying forms of transportation to sites (e.g., driving, walking, biking)? The existing site is centrally located in town and provides safe access by personal and public transportation, walking, biking, and wheelchair. It is also connected to the City's paved walking trail. We are not proposing to update or add new forms of transportation however preserving this site ensures continued use.
2. Does the proposed project design, develop, rehabilitate and manage outdoor recreation facilities to encourage use by people with all abilities?
Yes, this rehabilitation project extends the useful life of the athletic field complex. Maintaining the lights may appear to be a "want" rather than a "need" however the continued preservation of them greatly expands the ability to use the site and benefits surrounding communities in rural MN that can't afford to install brand new lights at their sites. The initial investment on the lights has already been made and continuing their use is significantly cheaper than installing new. The field itself is not ADA compliant and unfortunately the City is not able to afford to bring the entire field to those standards. However access to the site does provide the opportunity to watch athletic events.
3. Does the proposed project design, develop, rehabilitate and manage outdoor recreation facilities to encourage use by people of diverse backgrounds and experience?
The site is available to all residents for use. The primary users of the athletic complex is the Plainview-Elgin-Millville School District and the local Youth Baseball and Soccer programs which encourage and support participation from people of diverse backgrounds.
4. Does the proposed project provide high-quality experiences to visitors through thoughtful design, programming, and interpretation?
The site is easily accessible for visitors. The Athletic field is centrally located and provides alternative recreational opportunities for visitors such as walking, swimming, basketball, soccer, and horseshoes if they are waiting for a family member to complete practice or a game and elect not to watch.

Does the Project Acquire Land and/or Create Opportunities?

Acquisition (if you are not acquiring land, you may put "Not applicable" and move on to the Development/Redevelopment questions): **NOT APPLICABLE**

1. Does the proposed project accelerate the acquisition of private in-holdings and add lands to existing parks to enhance resource protection and recreational opportunities?
Click here to enter text.
2. Does the proposed project acquire exceptional one-time opportunities of unique, high-quality natural resources that meet critical needs outside of regional centers?
Click here to enter text.

3. Does the proposed project acquire land to connect protected and high-quality natural resource corridors?
Click here to enter text.
4. Does the proposed project acquire land that protects important water resources including lakes, rivers, wetlands, shoreline, and critical watersheds?
Click here to enter text.

Development/Redevelopment:

5. Does the proposed project design, develop, and/or redevelop facilities that meet the differing outdoor recreation needs for people of all abilities?
Yes, the project maintains existing uses.
6. Does the proposed project create an accessible environment that is open and flexible to accommodate new and emerging nature-based recreation uses?
Yes, the site contains plenty of greenspace that is open to the public during park hours.
7. Does the proposed project develop infrastructure and amenities that meet the needs and interests of future generations and diverse communities?
Yes, we are preserving the site and expanding its useful life.
8. Is the proposed project designed and constructed with sustainable and resilient infrastructure (rely on up-to-date green infrastructure and best practice designs)?
We are rehabilitating existing infrastructure to prevent them from falling into disrepair and need to be landfilled.

Does the Project Take Care of What We Have?

1. Does the proposed project result in redevelopment, renovation or rehabilitation of existing infrastructure to ensure high-quality and safe experiences for the public?
Yes
2. Does the project sponsor maintain a capital asset management plan to ensure protection and full utilization of the proposed facilities?
Yes
3. Does the proposed project preserve existing high-quality natural areas and water resources?
Not applicable
4. Does the proposed project restore and reconstruct natural communities that have been degraded or lost due to agriculture or development?
Not applicable

ITEM 4 - COST BREAKDOWN

Development (see Program Manual for eligibility) Contingency and indirect costs are not eligible. Design/Engineering costs in excess of 10% of the total project construction cost are not eligible. Please be aware that we require all existing and proposed facilities to have accessible routes so please account for that in your cost breakdown. Respond to the questions below each section, development and if applicable, acquisition costs.

Facility (e.g. picnic area, campground, walkway, shelter, restroom)	Description (linear feet, dimensions, material used, number of components, etc.)	Cost	Expected Completion Date
Ballfield Lights	-All electrical labor, to provide and install all materials for a new 800A 120/240 single phase service. Will include lighting contactor and switching for turning on all light towers at a single location with one switch. -New conductors to each light tower, refeed existing panels on towers. -Refeed Horseshoe pit service. -Base pricing includes open trench burial of conduit and restoration of grass. -State of MN Electrical Permit and Inspection Fees. -Directional drill/bore underground conduits to each tower.	\$58,668	November 1, 2021
Equipment storage garage	Remove and replace all soffit, fascia, and end gable steel. Paint exterior of building, including garage door and service door. New commercial size getters and downs. Caulk and seal.	\$11,830	November 1, 2021
Soccer announcer box	Replace all soffit and fascia. Replace service door and add new hardware. Paint all exterior steel on building. Paint service door to match. Install new roll up doors to match.	\$8,390	November 1, 2021
Ticket Booth	Replace all soffit and fascia. Replace roof with steel. Replace all exterior siding with new steel to match. Replace service door with new hardware.	\$6,540	November 1, 2021

Dugouts	Remove and replace dugouts. Dispose of all materials. Build two new dugouts.	\$15,820	November 1, 2021
Baseball Announcer box	Replace service door and add all new hardware. Paint all exterior steel on building. Paint service door to match.	\$5,360	November 1, 2021
Total		\$106,608	

- How was the cost estimates derived?
We received two bids each for both the light project and the building repairs. Both sets of bids were within reasonable range of each other. We would execute the contract with each contractor holding the lower bid.
- What assurances are there that the costs listed are reasonable?
We used the multiple bid process, they were relatively close, and they were all received within the last 6 months. The building bids were received in March 2021 to reflect fluctuating prices in materials.
- Describe any project elements or costs that will improve site resiliency and facility longevity, if any.
All of the project elements increase facility longevity. This project replaces nearly 50 year old equipment and prevents it from going into disrepair.
- What is the anticipated life span of the facilities that will be funded as part of this project?
20-30 years
- What is your recent experience completing similar projects with state or federal grant funding?
The City has a current grant contract with MN Department of Transportation through their Community Roadside Landscape Partnership Program. We have successfully completed 2 of 3 planned landscaping projects.

Land Acquisition (if applicable) – Appraisal(s) must be attached. NOT APPLICABLE

Parcel Identification Number or location	Acres	Appraised Value	Expected Acquisition Date
Total			

1. Why is this acquisition needed? **Click here to enter text.**
2. Describe the existing resources and features of the site that make it desirable for public outdoor recreation. **Click here to enter text.**
3. Explain how you envision this acquisition contributing to outdoor recreation in the long term. **Click here to enter text.**
4. From whom is this property being purchased? **Click here to enter text.**
5. Are any buildings or structures being purchased along with the property?
 - a. ☐ No
 - b. ☐ Yes – Describe what is planned for those structures and whether the grant funded project includes the value of those structures.
Click here to enter text.
6. How and when will the site be made open and accessible for public outdoor recreation use (signage, entries, parking, site improvements, allowable activities, etc.)? At a minimum, public access, including parking, must be provided within 1 year. Recreation facilities must be developed within three years from the date of acquisition.
Click here to enter text.
7. Is this property being acquired under threat of condemnation? **Click here to enter text.**
8. Was the property listed for public sale?
 - a. ☐ No
 - b. ☐ Yes – Explain how the property owner was made aware of the grant sponsor interest in the property. **Click here to enter text.**
9. Does this project involved donated property?
 - a. ☐ No
 - b. ☐ Yes – Include evidence that the seller was offered the fair market value of the property as just compensation and willingly chose to donate the property instead. **Click here to enter text.**

ITEM 5 - PROJECT SITE EVALUATION

All applicants must prepare and submit a Project Site Evaluation. The project site evaluation will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the area. The following sources of information may be helpful in completing the evaluation:

Endangered Species:

Information on animals and plants that are endangered, threatened or merit special consideration or management is available from the Minnesota Natural Heritage Program/Nongame Wildlife Program, Section of Wildlife, Department of Natural Resources (DNR). A booklet entitled [Minnesota's List of Endangered and Threatened Animal Species](#), that includes a list of all species of Minnesota's animals and plants listed under the provisions of the Federal Endangered Species Act of 1973, Public Law 93-205, and/or Minnesota Statute 84.0895, is available from the DNR by calling (651) 296-6157 or (888) 646-6367 or at the DNR website [Minnesota's Endangered, Threatened, and Special Concern Species](#).

Additional information may be obtained by calling the Division of Ecological Resources information number at (651) 259-5100. The DNR is also developing biological surveys on a county-by-county basis on sensitive natural habitats and rare plant and animal species. Several publications are available which provide detailed information on these subjects. Additional information about county biological surveys is available at [Minnesota Biological Survey](#).

Wetlands:

Minnesota has adopted a "no-net-loss" wetlands policy. Each state agency must ensure that its activities, including state sponsored, financed or assisted projects, do not contribute to the loss or diminishment of the many important values of wetlands. Unavoidable impacts must be minimized and compensatory mitigation must be provided for all values that have been lost or diminished. It is very important, therefore, that the project site evaluation identify all possible wetlands impacts of the proposed project. This will help in determining whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. The basic reference for wetland determination will be the [National Wetlands Inventory](#) produced by the U. S. Fish and Wildlife Service and available at the DNR. Questions regarding implementation of the "no-net-loss" policy and identification of wetlands may be directed to the Ecological Resources Division, DNR at (651) 259-5100.

Project Site Evaluation:

Using the following format and subject categories below, address all of the points covered under each category and be specific. It is important that the project site evaluation be a complete and accurate assessment of the natural and/or scenic characteristics of the area and the likely impacts of the project, either positive or negative, on those characteristics.

Part 1 - Description of the Environment and Environmental Impact of the Proposed Project

A. Present Land Use: Describe the existing site conditions.

The existing site is a multi-purpose outdoor athletic field complex. The primary use is for baseball and softball in the spring and summer and football and soccer in late summer and fall.

1. Explain why the site is suitable for the type of outdoor recreation proposal being submitted. We are not proposing any additional recreational use for the site. This project is to rehabilitate existing infrastructure to continue existing use.
2. Does the site include any elements that visually detract from the outdoor recreation experience or that represent a potential public safety hazard?
 - a. ☒ No
 - b. ☐ Yes – Explain and describe whether this project will help to address those concerns. **Click here to enter text.**

B. Environmental Intrusions: Describe the nature of any rights-of-way, easements, reversionary interests, etc. within the proposed boundary area. All existing and future overhead power lines serving the park must be placed underground. The cost of placing the power lines underground can be included in this application.

Not applicable. Only potential intrusion is the installation of the electrical wire from the secondary switch to each light pole. This will be completed through directional boring as a stormwater best management practice. The site has a 0-1% grade so the minimal disturbance will not result in runoff.

C. Fish and Wildlife: Indicate whether the proposed project site is on or adjacent to, a national, state or local wildlife management area, park or natural area. Describe the known fish and wildlife species common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the likely impacts of the proposed project on habitat, population levels, and any other factors related to the fish and wildlife resources.

This site is not on or adjacent to a national, state, or local wildlife management area, park, or natural area. There are no known threatened, endangered, or species of special concern impacted.

D. Vegetation: Describe the major plant species and communities common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the distribution of major plant communities or types on the site. Indicate the extent of cutting, clearing, removal or other disturbance that will result from the proposed

project, as well as any restoration and/or protection activities planned as part of the project.

Existing athletic field turfgrass.

- E. Wetland Resources: Describe any existing wetland areas on or adjacent to the proposed project site. Indicate any likely physical disturbances of these wetlands, including (but not limited to) draining and filling that would result from the proposed project. Describe any other potential impacts to wetlands, such as water level fluctuations or water pollution that may result from the proposed project. Discuss possible alternatives that would avoid or minimize negative wetland impacts. Also describe any other water resources on or adjacent to the site, proposed uses of surface or groundwater, and any possible impacts on these resources, including depletion or pollution, resulting from the proposed project. Explain how the proposed project would help to protect water quality on or adjacent to the site.

No wetland areas on or adjacent to the site.

- F. Geologic and Physiographic Features: Describe any interesting, unique or fragile geologic and/or physiographic features on the proposed project site and any likely impacts on these features that would result from the proposed project. Also describe any proposed protection activities or measures to provide public education, interpretation and enjoyment of these resources.

No known geologic or physiographic features on site.

- G. Air Quality/Noise: Describe any temporary or permanent air or noise pollution that will result from the development and use of the site and the impacts on adjacent land uses or landowners.

Temporary noise will be limited to standard small construction such as hand hammer pounding, running of small equipment, and the directional drill. All work will be completed during day time hours and within compliance of the City's code. The site provides sufficient greenspace separation between residents to minimize noise disturbance. Long term noise is limited to traditional noise associated with youth and high school baseball and soccer events. Speaker volume is controlled and noise is limited to the event only. This has been a long term use and there are no outstanding noise complaints with the site.

For the following questions, please send an email to DataRequestSHPO@state.mn.us with the township, section, range of the park and ask for a data search for previously known archaeological sites and historic properties in the project area. Use this information and your community history to respond to the questions. Be sure to attach the information received from DataRequestSHPO to your application.

- H. Archeology/ Ground Disturbances: Provide a description of current and historic land use and ground disturbances. Include available information concerning known or suspected archaeological resources within or adjacent to the park. Indicate if any of these identified resources will be impacted by the proposed project.

None known

- I. Historic Structures: List known historic buildings or structures located within or adjacent to the project area (i.e., individual properties or districts which are listed in the National

Register or which meet the criteria for listing in the National Register). If applicable, identify any expected or potential impacts to these properties with the proposed project area.

None known

- J. Surveys: Have there been any previous cultural and/or historic resource surveys completed that included this site within the area of potential effect that was assessed?

☐ No – Describe any construction planned as a result of this project that will extend beyond the pre-existing disturbance area (including surface area and depth).

Click here to enter text.

☐ Yes – Attach survey and summarize findings and include page number references below.

Click here to enter text.

Part 2 - Environmental Screening Form (ESF):

The table below serves as a record of the environmental resources present at the site, whether the proposed action is likely to have a significantly negative impact those resources, and whether further information is needed to determine the potential impact. Review the listed resources and identify any resources that may be significantly impacted by the action. The Environmental Resources Survey should be completed with professional input from resource experts and in consultation with relevant local, state, tribal, and federal governments, as appropriate.

For each resource indicate if positive impacts or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact.

- + indicates positive impacts are anticipated to result from the action
- indicates negative impacts are anticipated to result from the action
- ? indicates further information is needed to determine the potential impact

Site Name: Eckstein Athletic Field Complex. NOTE: items were left blank if there was a neutral impact (neither positive nor negative impact).

	How will the project affect the following resources?	+	-	?
1	Air quality	☐	☐	☐
2	Circulation and transportation	☐	☐	☐
3	Climate	☐	☐	☐
4	Contamination or hazardous materials even if remediated	☐	☐	☐
5	Endangered species: (listed or proposed threatened or endangered) including associated habitat	☐	☐	☐
6	Environmental justice: minority and low-income populations	☐	☐	☐
7	Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.	☐	☐	☐
8	Historic or cultural resources	☐	☐	☐
9	Invasive species	☐	☐	☐
10	Land use plans or policies from other agencies including tribes	☐	☐	☐
11	Lightscares, especially night sky	☐	☐	☐
12	Migratory birds	☐	☐	☐
13	Recreation resources	☒	☐	☐
14	Socioeconomics: changes to tax base or competition with private sector	☐	☐	☐
15	Sound (noise impacts)	☐	☐	☐
16	Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	☐	☐	☐
17	Water quality and/or quantity	☐	☐	☐
18	Water: coastal barrier resources or coastal zones	☐	☐	☐
19	Water: marine and/or estuarine	☐	☐	☐
20	Water: stream flow characteristics	☐	☐	☐
21	Water: wetlands and floodplains	☐	☐	☐
22	Other important resources	☐	☐	☐
	Explain:			

1. Have there been any previous environmental documents that are relevant to this project or this specific site?
 - a. ☒ No
 - b. ☐ Yes – Attach and summarize findings and include page number references below
2. Explain any negative or unknown impacts identified in the Table of the Environmental Resources Survey.
No negative impacts identified
3. How was the information identified in the table derived and what sources of data were used to justify the impact selection?
Professional input from local government staff knowledgeable on project impacts.
4. Who contributed to filling out the Environmental Resources Survey (include name, title, agency) and what qualifications do they have that provide the necessary resource expertise to determine impact significance?
Shane Loftus – Public Works Director, City of Plainview.
5. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.
None

ITEM 6 – PUBLIC PARTICIPATION AND BENEFIT

Address the following questions regarding public participation, planning process and how this project will provide new and/or expanded recreational opportunities.

1. Describe both short- and long-term outdoor recreation benefits that will be achieved as a result of this project.
Continued use of a site that is the City's only Athletic Field complex. This project will set the complex up for an additional 20 years of use.
2. Explain how this project fits as part of any other projects planned for this same site in the next three years.
There are currently no additional projects planned.
3. Describe the process that led to the development of this proposal and how the public was involved? Who was involved and how were they able to review the completed proposal, including any state, local, federal agency professionals, subject matter experts, members of the public and Indian Tribe?
This project has been discussed at five Parks and Trails Commission meetings; all of which were properly advertised and open to the public; one Regularly scheduled City Council meeting which was properly advertised and open to the public; and three meetings with PEM School District Representatives since they are a primary user of the site. 1 of the 3 meetings was advertised and open to the public under the school district's open meeting law provisions.
4. Please include detail on how the public was notified and provided the opportunity to be involved in planning for and developing your proposal? Describe any public meetings held and/or formal public comment periods, including dates and length of time provided for the public to participate in the planning process and/or to provide comments on the completed proposal.
Discussions on the project were included in the August 4, 2020; September 1, 2020; October 6, 2020; December 1, 2020; and January 5, 2021 Parks and Trails Commission meetings. All meetings and agenda were posted to the public. No public comments were received. In addition, the proposal to replace the lights was discussed at the November 10, 2020 Regular City Council meeting. No comments were made by the public and the Council approved the project with a 5-0 vote.
5. What information was made available to the public for review and comment? Did you provide written responses addressing any comments received? If so, include the responses.
The bids for the electrical components of the project were available at the aforementioned Parks and Trails Commission meetings. All meetings were posted to the public. No public comments were received. In addition, the cost proposal for the lights included in the Council packet posted to the public and was discussed at the November 10, 2020 Regular City Council meeting.

ITEM 7 – AVAILABILITY FOR PUBLIC USE

All facilities within the park must be designed and available for general public use and open during typical park hours. This includes restrooms, picnic shelters, campgrounds, playgrounds and other structures. For parks that include marina or campground facilities, a minimum of 50% of the berths/campground spaces must be available for short-term rental and an equitable method of allocating long-term rentals shall be used. All personal property must be removed at the end of each use season.

State the specific hours of operation and any current or anticipated programmed use for the facilities proposed to be funded with this application. Saying the park will be open during normal park hours is not specific. Also describe any arrangements with schools, local organizations, clubs or city programs for the use of the facilities. Explain how this may impact facility availability to the general public.

The Park is open daily from sun-up to 10:00pm. Most use is for unorganized activities as long as the complex is available. The athletic complex is also commonly used as a practice site for community soccer. Organizational uses include but are not limited to local recreational baseball, American Legion sponsored baseball, high school baseball, high school soccer, the local youth baseball program, emergency landing site for Mayo Medical Clinic One helicopter, training site for ambulance and fire, and community national night out.

Describe what fees, if any, will be charged for use of the park facilities and/or access to the park?

- There is a \$30 reservation use fee and we have a license agreement of \$7,350 with the PLAINVIEW-ELGIN-MILLVILLE SCHOOL DISTRICT #2899 for use for high school athletic and physical education programs.

ITEM 8 - STATEMENT OF ACCESSIBILITY

All facilities improved with this grant project must meet current Americans with Disabilities (ADA) standards. All critical components of the park listed below must be accessible to persons with disabilities.

Critical components include:

- Accessible parking spaces serving each area of the park.
- Accessible restrooms, if restrooms are provided.
- Accessible drinking water, if drinking water is provided.
- Access routes to all recreation facilities provided in the park. If your facilities do not have access routes to them, you need to include the cost in your Cost Breakdown. For this program, an access route must be a minimum of 5 feet wide, slip resistant, firm and stable.

If a grant is awarded, part of the grant will be withheld pending verification of ADA compliance by an on-site final inspection.

The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253, or downloaded from their website at [United States Access Board](#).

1. [ADA Accessibility Standards for Buildings and Facilities](#)

(For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)

2. [Final Accessibility Guidelines for Outdoor Developed Areas September 26, 2013](#)

(For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches. These guidelines, developed for federal facilities subject to the Architectural Barriers Act, are to be used for facilities improved by this Outdoor Recreation Grant Program.)

How are access requirements under the ADA Standards, Final Accessibility Guidelines for Outdoor Developed Areas and our program requirements, stated above, being addressed in this project?

The project consists of updating existing structures to repair rot and rusting metal. Based on interpretation of the information provided, we do not believe this section is applicable. There is however ADA compliant parking spaces and ADA compliant access to the restroom facility and drinking water foundation that is within the athletic field complex. Attachment D contains pictures of the existing access from parking lot and restroom facilities. Note that neither of those areas are part of the proposed project.

ITEM 9 - PROJECTED OPERATION AND MAINTENANCE COSTS

Estimate the projected operations and maintenance costs for each facility to be developed or improved by this grant, including routine costs (such as labor, materials, utility costs and equipment costs), and planned major repairs or preventive maintenance (such as seal coating or replacement of plumbing, lighting, aglime, turf, etc.).

This will be a net zero project. All savings associated with reduced maintenance labor and supply costs will be redirected to other tasks in park facilities that currently are unable to be completed.

ATTACHMENT A - APPLICANT'S RESOLUTION

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that <APPLICANT> act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on <DAY / MONTH / YEAR> and that <APPLICANT'S REPRESENTATIVE> is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of <APPLICANT>.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and, upon discovery, certifies it will report to the State any actual, potential, or perceived individual or organizational conflicts of interest to the application or grant award.

BE IT FURTHER RESOLVED that <APPLICANT> has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that <APPLICANT> has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that <APPLICANT> has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, <APPLICANT> may enter into an agreement with the State for the above-referenced project, and that <APPLICANT> certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that <TITLE OF AUTHORIZED OFFICIAL> is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the < City Council, County Board, etc.> of <APPLICANT> on <DAY / MONTH / YEAR>.

SIGNED:

(Signature)

(Title)

(Date)

WITNESSED:

(Signature)

(Title)

(Date)

October 2020

ATTACHMENT B - LOCATION MAP

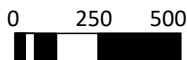
Provide a map that shows the location of the park within your community. The map should identify the main roads in the community to access the park.

ATTACHMENT C - RECREATIONAL SITE PLAN

This Recreational Site Plan must be drawn to scale, show the entire existing park boundary, all facilities now in the park and all acquisition and/or development listed in the Cost Breakdown. All facilities must be identified with legible labels. The Recreational Site Plan will become part of the grant contract so it is important to have a good plan.

Include the following:

- Title "Recreation Site Plan" and the project name.
- Draw and label the complete park boundary. This boundary must include all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant.
- Entrance to the park and location of existing or proposed public parking facilities. (Parking facilities must be developed to serve newly acquired areas within 12 months of acquisition).
- Location of all existing and planned recreation and support facilities such as restrooms, shelters, and potable water.
- Indicate any rights-of-ways, easements, reversionary interests, etc. to the park area including overhead utility lines.
- Geographic reference point such as a section corner or designated road intersection.
- All lakes, rivers, streams and wetlands and adjacent land uses.
- Acreage of the park and/or each parcel to be acquired.
- Access routes to all existing and proposed facilities.
- Signed and dated by the applicant.
- North arrow and Graphic Bar Scale using the example below:



A Text Scale such as 1" = 500' is not acceptable.

Color Coding

- Red Park boundary.
- Green Existing facilities that will remain.

- Yellow Acquisition and/or development accomplished with this grant

ATTACHMENT D – PHOTOS

Please insert photos of all existing recreational facilities/structures and all buildings. Indicate below each photo the year the facility/building was constructed and if it will remain as is, be renovated or be removed.

ATTACHMENT E – PLANS

Please submit all applicable plan(s) according to the directions provided.

No plans are required based on the nature of the project.

Building Plans

All buildings constructed or renovated with grant funds must meet the State Building Code. Building plans are required for all proposed facilities to ensure the development addresses accessibility and design priorities. If you are renovating a building, provide current and renovated floor plans. Plans must include the following:

1. Front and side views.
2. A floor plan with all dimensions.

Trail Plans

Trail plans are required for projects that include the development of any type of trail and should include the following:

1. A typical cross section of the trail.
2. The trail width, surfacing and base materials.

For the purposes of this grant program, a multi-purpose trail should be designed to a minimum 8' width. In some cases, this minimum width may not be adequate and a width of 10' or more may be appropriate.

All access routes/walkways connecting park facilities from trail and/or parking lots must be a minimum of 5 feet wide.

All trails and access routes must be firm and stable.

Playground Plans

Priority will be given to playground designs that provide a high degree of safety and accessibility. The facility should be designed to provide an integrated play setting for both children and parents/care providers of all abilities.

Playground facilities must be, at a minimum, designed using the [ADA Accessibility Standards, Chapter 10, 1008 Play Areas](#). Applications that do not include enough information to determine the degree of accessibility and safety typically do not score high enough for funding.

The plan must legible and:

1. Show all the proposed playground components and all existing components that will remain. Label each component with its name and the height of its useable surfaces.
2. Indicate which components are ground level and which are elevated.
3. Highlight in yellow all accessible components.
4. Identify all type(s), depth(s) and location(s) of the fall-protection surfacing.
5. Highlight in green all accessible surface areas.

Fishing Pier Plans

Fishing pier plans must show the dimensions of the pier, height(s) of the railings and edge protection all in accordance with ADA Standards.

ATTACHMENT F – APPRAISAL(S) <<Only for proposals to acquire land>>

The application must include an appraisal report by a general real property appraiser licensed by the State of MN and meet the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA). The appraisal must include the Minnesota Department of Natural Resources (DNR) and the National Park Service as intended users and the landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property. Appraisals must have an effective date within 13 months of the application deadline.

To ensure the appraiser understands the appraisal requirements, we suggest using the sample engagement letter provided.

If your application is selected for funding, you may be required to submit a technical review of the appraisal report conducted by an appraiser who is not associated with the original appraiser and who is qualified to perform technical reviews under the UASFLA and 49 CFR Part 24.104 See UASFLA Section C-1 for further guidance on technical reviews.

Sample Appraiser Engagement Letter

<<Date>>

<<Appraiser Name>>

<<Appraiser Address>>

Re: <<Title of Acquisition>>

Dear <<Appraiser Name>>:

<<Applicant Name>> is pleased to submit to you this letter of engagement. It outlines our understanding regarding the terms and conditions under which you are directed to complete a fair market value appraisal of the <<Title of Acquisition>>, containing approximately <<___>> acres located in <<County>> County, Minnesota, with an address of <<address>>.

The appraisal will establish the fair market value of the land together with improvements of contributory value, if any. The estate to be appraised is Fee Simple Title. The appraisal will be performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). In addition to <<Applicant Name>>, the State of Minnesota and the National Park Service must be named as intended users. Any technical corrections to the appraisal report required by <<Applicant Name>> and/or the State in the course of their review and acceptance will be performed within the fee set forth below. You will provide <<___>> copies of the appraisal report to <<Applicant Name>>. You will submit an electronic file of the report in PDF format to the DNR.

The appraisal will be completed on or before <<Completion Date>>. The cost of the appraisal will not exceed <<Appraisal Cost>>, including expenses. Payment in full will be made by <<Applicant Name>> subject to receipt of an invoice from you.

Please indicate your acceptance of this engagement with a signature in the space provided at the bottom of this letter and return a copy to me. I will contact you regarding notice to proceed.

Sincerely,

<<Applicant Contact>>

<<Applicant Name>>

<<Accepted this <<Acceptance Date>>

<<Appraiser Name>>

<<Appraiser's Business Name >>

By: _____

Its: _____

Attachment D

Proposed project photographs

Wood rot on equipment storage garage.



Wood rot on ticket booth



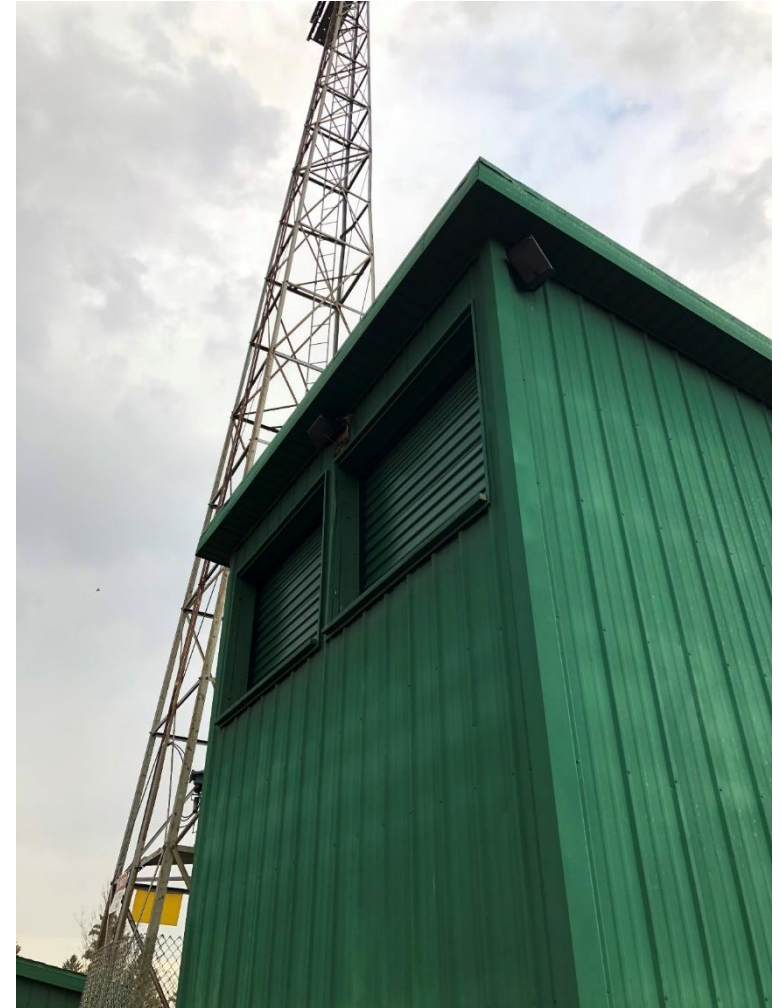
Wood and dry rot on Dugouts



Wood rot on Soccer Announcers booth



Baseball Announcers box



Lights – non-compliant breaker switch box.



ADA compliant access to complex, restrooms, and drinking foundation



RESOLUTION NO. 2021-10

BE IT RESOLVED that The City of Plainview act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on this 16th day of March, 2021, and that Public Works Director Shane Loftus is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of The City of Plainview.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and, upon discovery, certifies it will report to the State any actual, potential, or perceived individual or organizational conflicts of interest to the application or grant award.

BE IT FURTHER RESOLVED that The City of Plainview has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that The City of Plainview has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that The City of Plainview has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, The City of Plainview may enter into an agreement with the State for the above-referenced project, and that The City of Plainview certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that PUBLIC WORKS DIRECTOR SHANE LOFTUS is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the Plainview City Council, of The City of Plainview on 16TH DAY OF MARCH, 2021.

SIGNED:

WITNESSED:

Aaron Luckstein, Mayor

David N.S. Todd, City Administrator

Date: _____

Date: _____

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM: 2021 Pool Hires	AGENDA SECTION: New Business
PREPARED BY: Shane Loftus Public Works Director	AGENDA NO. 8.G.
ATTACHMENTS: pool employee list	APPROVED BY: DT
RECOMMENDED ACTION: 1. Motion to approve the hiring of pool employees as listed with the applicable pay rate.	

SUMMARY

Pool Manager Michelle Olig has completed the interview and hiring process for the City of Plainview 2021 pool season. The employee list is attached.

Respectfully Submitted,
Shane Loftus
Public Works Director

2021 Pool Employees

Headguards/\$12.55

Marshall Simon
Kennedy Standinger
Grace Ranta
Madison Tentis
Sarah Ebin

WSI Guards/\$11.47

Ellie Eidenschink
Lauren Uptagrafft
Kaitlynn Kahn

Lifeguards/\$10.40

Karrington Czapiewski
Saydie Clark
Madilyn Simon
Nathan Elias
Eleanor Russell*
Kaylee Peter*
Claire Henry*
Allie Sveen*
Presley Newcomb*
Ethan Hill*
Kadin Pries*
Maren Graves*
Liam Heppner*
Noah Eidenschink*
Isabel Reeve*
Natalya Wilkes*

*Contingent on passing Lifeguard Training
on June 5, 6, and 7.

Desk Attendants/\$10.40

Carly Goettl
Addison Graves
Teagan Loftus
MollyKate Hagen
Natalya Wilkes
Isabel Reeve

Water Aerobics/\$12.58

Tamara Sawyer
Bonnie Bosma (sub for Tamara)

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM: Bucket truck	AGENDA SECTION: New Business
PREPARED BY: Shane Loftus Public Works Director	AGENDA NO. 8.H.
ATTACHMENTS:	APPROVED BY:
RECOMMENDED ACTION: Motion to discuss and approve the purchase of a bucket truck. The purchase is not to exceed \$32,000.	

SUMMARY

Last year when deciding what assets Public Works should put into the CIP, I originally had put the 2004 Chevy pickup as one of the assets to be replaced for \$32,000. In 2020, we traded the 2007 Chevy to get into a program that allows us to trade every year with no cost to the city, and I wanted to put a second truck into this program (eventually getting all the trucks into this program). After having issues with our current bucket truck, I have reevaluated our priorities.

Our current bucket truck is a 1992 Ford with a 1982 boom on the back. The truck is almost 30 years of age and the hydraulics are almost 40 years of age. We have had some hydraulic issues as of late and I am concern about safety issues for my crew. To keep cost down we are looking to purchase a used bucket. I think we can find a reliable truck that would be in the 2010 – 2015 range for less than \$32,000.

Over the years we have added more and more jobs to do with the bucket truck and it has become a necessity for public works. Every year we hang flags and flowers in the spring and then in fall we remove them. Repairing the bracket or replacing the flag as needed throughout the year. We use the bucket truck to hang banners and also switch them out for the graduating seniors. We use the bucket truck in the winter to remove the business banners and put up the Christmas decorations on the streetlights. We also use the bucket truck for other jobs such as decorating the Christmas tree in Wedgewood Park, tree trimming to keep branches from hitting our trucks and equipment, changing light bulbs in the library and Trailhead parking lots. Just to name a few of the jobs we use the bucket truck for.

Respectfully Submitted,
Shane Loftus
Public Works Director

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM: Tennis Court Resurfacing	AGENDA SECTION: New Business
PREPARED BY: Shane Loftus Public Works Director	AGENDA NO. 8.I.
ATTACHMENTS:	APPROVED BY:
RECOMMENDED ACTION: Motion to discuss and approve receiving quotes to resurface the tennis courts at Eastwood Park.	

SUMMARY

The tennis courts were installed over forty years ago having been resurfaced once in 1995. The tennis courts are cracked, peeling, and faded. With the new interest in pickle ball, the courts have been used quite a bit more. The cracks are getting big enough that there is concern of rolling an ankle or worse.

Last year I took a lot of pictures and sent them to a company to see if there was anything they could do or if the courts were too far gone. The response they gave me is that this is typical of what a court looks like after so many years and they could repair it. At that point I had them give me a ballpark figure to give us an idea of what cost would be. The price they gave me was around \$16,500. This was one of the assets Public Works put into the CIP last year.

Respectfully,
Shane Loftus
Public Works Director

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Regular Meeting: March 16, 2021

AGENDA ITEM:	Parks and Trails Commission Findings for Natural Playground and Dog Park	AGENDA SECTION:	New Business
PREPARED BY:	David Todd, City Administrator	AGENDA NO.	8.J.
ATTACHMENTS:	Parks and Trails Commission Report	APPROVED BY:	DT
RECOMMENDED ACTION: Discussion and recommended action on the Park and Trails Commission Evaluation of a Natural Playground and Dog Park			

SUMMARY

The Plainview Parks and Trails Commission has conducted a needs and space evaluation regarding a natural playground and dog park for the City of Plainview. This evaluation was based off requests made to the Commission and City Council in 2020.

The findings noted that the City has limited space for development of parkland and the ability to accommodate a natural playground would exceed 8,000 to 16,000 square feet. By contrast, a dog park would require an estimated .5 acres to develop. However, once again the City is limited by available locations for a dog park. The Commission's report has identified a site (current sand volleyball courts—see fig.2) as a potential space for a dog park.

Based on the report, staff is seeking direction from Council to proceed with further evaluation to include potential site evaluations in conjunction with Bolton and Menk. There has been a fund-raising effort for a dog park and there are monies to be utilized toward that end. Staff recommends holding public meetings to involve the community in this project.

Respectfully,

David Todd, City Administrator

To: City Administrator Todd and Public Works Director Loftus

From: City of Plainview Parks and Trails Commission

RE: Natural playground and dog park community needs and space evaluation

Introduction

Across the nation and State of Minnesota, residents are looking for diversity within their parks to meet the demands across all age demographics. Specifically, dog parks have grown in popularity as more people have pets and are asking that communities provide recreational opportunities for them. The City of Plainview (City) is no exception. Over the past year, several residents have requested the creation of a dog park and Lucero Loyo, a recent graduate of PEM High School, lead a fundraising project for creating a dog park in the City.

Natural playgrounds/parks have also grown in popularity to provide a unique play opportunity for children and adults that maximize creativity through imagination, exploring, and unstructured outdoor play with no fixed objective.

The following evaluation has been developed in response to Mayor Ziebell's request that the Parks and Trails Commission (Commission) evaluate the need for and space availability for a natural playground and dog park. This evaluation was started in February 2020 but delayed due to discussions with the Plainview-Elgin-Millville School District over the future of the Eckstein Athletic Field Complex. The evaluation consisted of a review of the 2019 City of Plainview Comprehensive Plan ([comprehensive plan](#) ([link](#)), community survey results, and assessment of similarities to existing parks.

The comprehensive plan defines the vision, goals, and aspirations of a community's long-term development; including parks and trails. A high-level overview of the community survey results can be found in item F. (page 6) of the Introduction. And Section V (pages 41-45) contains information on the Parks and Trails. We did NOT seek additional public input beyond what was provided through the survey and comprehensive plan. Public input will be needed should the council recommend to move one or both projects forward to the planning and scoping phase. We also did not conduct onsite field surveys and/or soil probes to determine site suitability or complete a legal review. Those items cost money and the Commission does not have the authority to expend city funds. The following outlines the findings of our evaluations.

Evaluation of need for a natural playground/park

Children love spending time playing outside and there are several studies confirming that outdoor recreation is good for children's health. The benefits are the same for adults. In addition, there is an increase in studies confirming the positive benefits that children and adults receive when they engage with nature. Thus, natural playground/parks are becoming popular within communities, at schools, daycares, museums, and more. If you have ever climbed a rock, played in the leaves, or taken a walk in the woods or a prairie, you have experienced natural play. A natural playground attempts to provide the natural play experience by using materials from the earth such as tree logs, tree stumps, boulders,

plants, drainage paths, etc. to create a play environment as opposed to a traditional steel playground structure that includes slides and climbers. These natural landscapes lend themselves to providing opportunities for children to play, explore, imagine, and be challenged by the natural elements and in a more “free space” form. A natural park expands upon a defined play around and includes grassed or mulched trails surrounded by terrestrial and aquatic plants.

Per the comprehensive plan, “...park development was one of the top growth priorities for survey respondents. ... Respondents most frequently use parks for playground equipment and family events. Organized youth sports and fitness classes were the programs or activities most respondents were interested in or would support.” In addition, parks was specifically listed when survey respondents were asked about their future vision for the City (page 6).

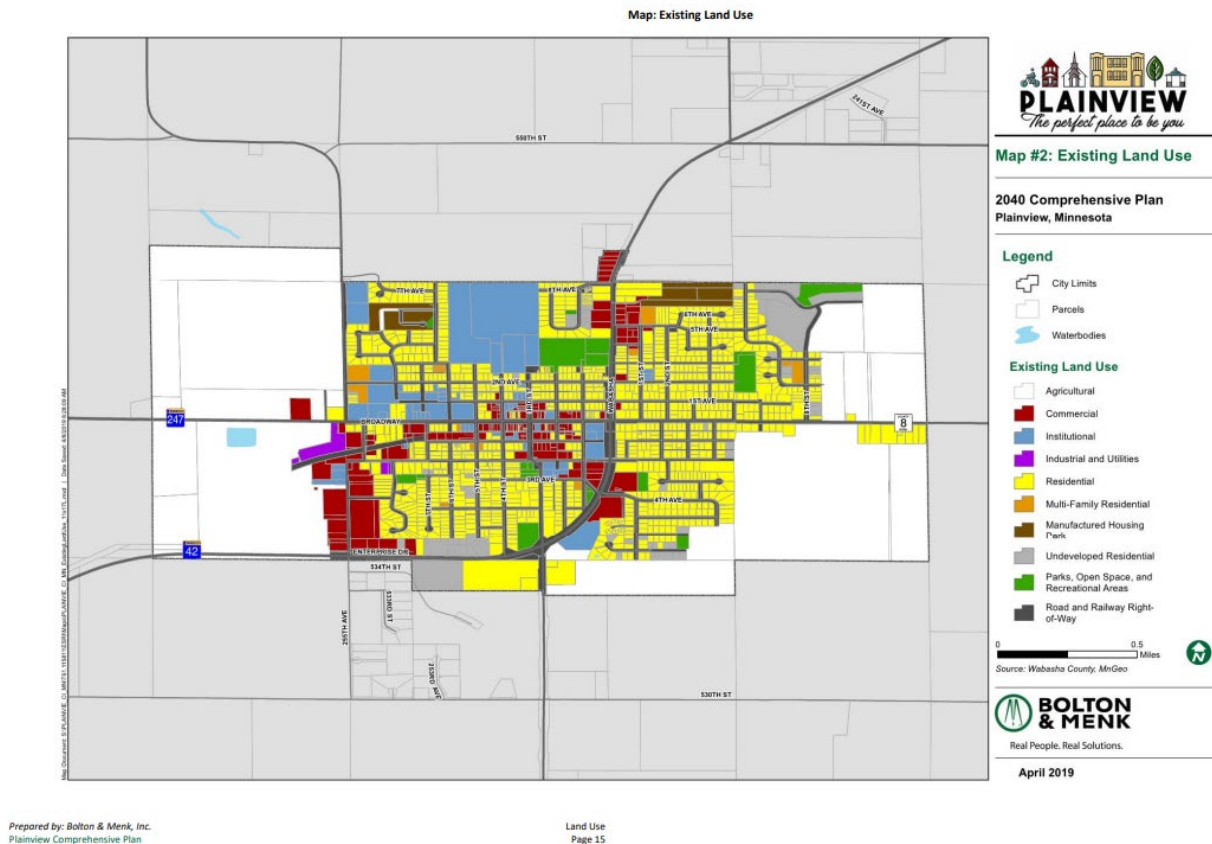
A natural playground currently does not exist in Plainview and not all residents have immediate or easy access to a forest, wood grove, prairie, rock formations, etc. to recreate. The closest option is the small butterfly garden area along the City walking trail however the property is owned by the Plainview-Elgin-Millville School District. The City of Wabasha is the nearest community with a natural park that also includes a natural playground. Natural playgrounds are sometimes constructed at state parks however neither Whitewater State Park nor Carley State Park have natural playgrounds. The closest opportunity would be engaging in natural play at the nearby state park but it requires transportation and paying an access fee. The creation of natural playground would be unique and provide a new option to residents.

The Commission finds that a natural playground would fit with the 2019 Comprehensive Plan, community survey results, and would provide a new option for the citizens of Plainview.

Space availability for a natural playground

A key component of a natural playground and/or park is plenty of open space for people to roam and explore freely. This requires a recommended 8,000-16,000 square feet of space for a playground and additional space for trails. The City is relatively limited in available space for new parks (see figure 1). The lack of land has significant impacts on the ability to develop new park options without losing existing options. The Commission also recognizes that an increase in parks and trails results in an increase in operating and maintenance expenses for the City. The Commission focused on optimizing the use of our existing community parks and not creating new parks or trails to access the sites. The City has 4 neighborhood parks (Orchard Hills, Six Oaks, Southwest, and Wedgewood) and 2 community parks (Eastwood and Eckstein Athletic Field) to work with.

Figure 1: Existing Land Use Map from 2019 Comprehensive Plan



We evaluated several options but all resulted in needing to limit the project scope to only providing a natural playground with no opportunity for adding trails or terrestrial and aquatic plants areas.

To provide a natural playground within a natural park area, the City would need to obtain additional land. Possible options would be contacting landowners with land adjacent to the City or working with the Plainview-Elgin-Millville School District to purchase or transfer a portion of the land within the City walking trail. As previously mentioned, this area already provides some of the features desired such as the existing butterfly garden with small grassed trail. In addition, the City could work with the Planning and Zoning Board and developers to incorporate the inclusion of a natural playground/park in future development plans.

Evaluation of need for a dog park

Dog parks have grown in popularity throughout the country as more people have pets and are asking that communities provide recreational opportunities for them. According to a recent poll conducted by the [National Recreation and Park Association](#) (NRPA), 9 in 10 (91 percent) Americans believe dog parks provide benefits to the communities they serve. The most common benefits are providing dogs a safe space to exercise and roam around freely, allowing dogs to socialize with other dogs, and providing a space for owners to be physically active with their dog.

The same community support rationale provided for the natural playground applies to a dog park. The need for a dog park was specifically listed when survey respondents were asked about their future vision for the City (page 6 of 2019 Comprehensive Plan). In addition, several residents have requested the creation of a dog park via social media and contacting City staff and leaders. Lucero Loyo, a recent graduate of PEM High School, lead a fundraising project for creating a dog park in the City. She received support from several residents and raised approximately \$10,000 in funds. Those funds are currently in the City of Plainview Parks and Trails budget. With careful planning, that should be sufficient funds to cover the expenses other than the purchase of land. Depending on location, it also may not cover the extension of water.

A dog park currently does not exist in Plainview and not all residents have access to open off-leash space to recreate with their dog. The creation of a dog park would be unique and provide a new option to residents.

The Commission finds that a dog park would fit with the 2019 Comprehensive Plan, community survey results, and would provide a new option for the citizens of Plainview.

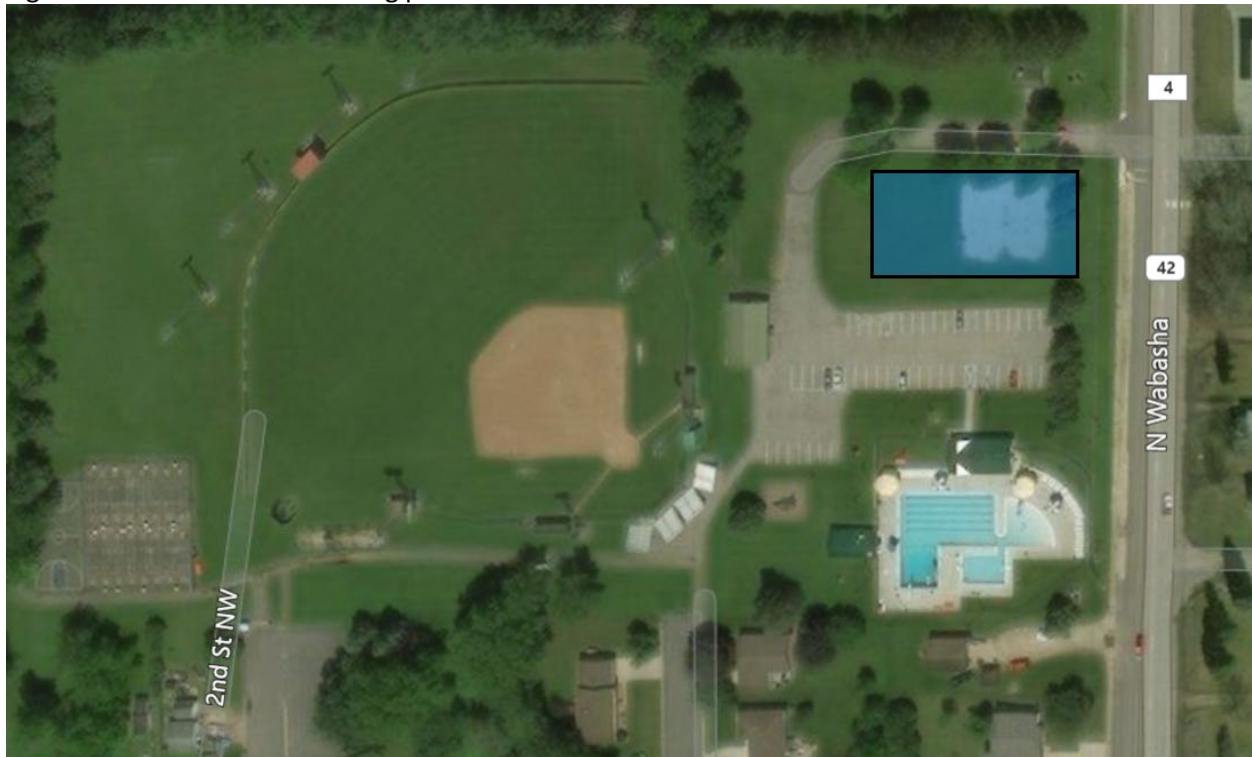
Space availability for a dog park

There is lots of information available from Municipal and County Park Authorities as well as the NRPA related to dog parks. Nearly all identify site selection as the key to success or failure of a project. The size, rules, features, etc. can all be flexible and determined once there is support for the location. The size of a dog park will be dependent upon the location in which it is proposed, other park activities, facilities, proximity to residences, etc. Generally, at least ½ acre is recommended, but if a smaller dog park area is all that can be accommodated in a location, and if there is community support, then a smaller size could be considered. We used ½ acre as our targeted size.

As mentioned, location is one of the most important factors. Not everyone wants to live near a dog park so setbacks, buffers, and minimizing traffic are key elements to include in planning. Therefore, in addition to establishing an agreed upon setback, it is important to provide a buffer between nearby residences and the dog park. The buffer should allow for neighbors to have no more disturbances from a dog park than another typical park use. Buffers may include vegetation and/or berms to aid in noise/visual attenuation. The location should provide sufficient parking that is convenient to the site, so the dog park does not create undue burden on surrounding neighborhoods. And the land should be relatively flat and have permeable soils.

The Commission used these criteria for determining available space. The only possible option on existing City land is at the Eckstein Field Athletic Complex (see figure 2).

Figure 2: Possible location of dog park



The existing sand volleyball courts would need to be removed (league use would be moved to Eastwood Park) to accommodate the needed size and maintain the existing grassed overflow parking for large events. Cons associated with this site include but are not limited to: proximity to the swimming pool, playground, and baseball field. The proximity to Highway 42/North Wabasha is both a pro and a con. Pros include but are not limited to: land is currently owned by the City, existing infrastructure (road, parking lot, nearby restroom facilities and water), centrally located with safe and easy access to all portions of town, and the existing land is often currently underutilized with limited options for repurposing/upgrading. An alternative option would be to purchase additional land. The City could work with the Planning and Zoning Board and developers to incorporate the inclusion of a dog park in future development plans.

Because of increase demand from residents for a dog park, the Commission recommends that the City pursue the addition of a dog park in the new future.

Conclusion

In conclusion, the Commission finds that both a natural playground and a dog park fit with the 2019 Comprehensive Plan, community survey results, and would provide a new option for the citizens of Plainview. The lack of viable space makes these projects a challenge but could possibly be accomplished through long term planning. The addition of a dog park could occur more quickly if the Eckstein Field Athletic complex site was pursued further.

PLAINVIEW

CITY COUNCIL ACTION



Executive Summary

City Council Special Meeting: March 16, 2021

AGENDA ITEM: Sand Separator	AGENDA SECTION: New Business
PREPARED BY: Shane Loftus Public Works Director	AGENDA NO. 8.K.
ATTACHMENTS:	APPROVED BY:
RECOMMENDED ACTION: Motion to discuss and approve the sale of the sand separator from well # 3.	

SUMMARY

Originally well #3 was put constructed in 1998, and there was issue with drawing sand when the well was pumping. So, there was a sand separator used to control this issue. In 2017 when we had issues with the well drawing sand again, and after two different attempts to repair the well, we were successful. Successful enough that we no longer need a sand separator at well # 3. The unfortunate thing is they recommended purchasing a new sand separator in the first attempt to fix the well. This did not remedy the problem and there is no return on a purchase like this. We currently have a sand separator and five sections of pipe I would like to list on the Minnesota Rural Water Association website to see if we can recoup some of the money we spent on this purchase.

Respectfully Submitted

Shane Loftus

Public Works Director

Important Information Regarding Assessment and Classification of Property

This may affect your 2022 property taxes.

OPEN BOOK MEETING

NOTICE IS HEREBY GIVEN that the Board of Appeal and Equalization for the **City of Plainview** shall meet at the **Wabasha County Courthouse at 9:00AM – 12:00PM on the 12th day of April, 2021**. The purpose of this meeting is to determine whether taxable property in the jurisdiction has been properly valued and classified by the assessor, and to determine whether corrections need to be made.

If you believe the value or classification of your property is incorrect, please contact your assessor's office to discuss your concerns. If you are still not satisfied with the valuation or classification after discussing it with your assessor, you may appear before the local board of appeal and equalization. The board shall review the valuation, classification, or both if necessary, and shall correct it as needed. Generally, an appearance before your local board of appeal and equalization is required by law before an appeal can be taken to the county board of appeal and equalization.

Given under my hand this _____ day of _____, 2021

Clerk of the _____ of _____